

TOWN OF CARLISLE

Middlesex County

The Town of Carlisle was incorporated as a District on April 19, 1754 and as a Town on February 18, 1805.

Miles of Road: 55

Area: 15.4 square miles

Population:

| | | | |
|-------|-------|-------|-------|
| 1950: | 876 | 2010: | 5,602 |
| 1960: | 1,488 | 2011: | 5,198 |
| 1970: | 2,871 | 2012: | 5,282 |
| 1980: | 3,306 | 2013: | 5,396 |
| 1990: | 4,379 | 2014: | 5,195 |
| 2000: | 4,923 | 2015: | 5,166 |

Registered Voters - 2015

| | |
|--------------------|------|
| Democrats: | 961 |
| Republicans: | 498 |
| Libertarians: | 6 |
| Unenrolled: | 2157 |
| United Independent | |
| Party: | 11 |
| Green-Rainbow: | 5 |

Total 3638

Senators in Congress:

Edward J. Markey (D)
Elizabeth A. Warren (D)

Representative in Congress: 5th Congressional District:
Niki Tsongas (D)

State Senator: 5th Middlesex District
Michael Barrett (D)

State Representative: 14th Middlesex District:
Cory Atkins (D)

Governor:
Charles D. Baker, IV (R)

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**ADMINISTRATION
&
FINANCE**

ELECTED TOWN OFFICIALS

MODERATOR

Wayne Davis

Term Expires 2016

TOWN CLERK

Charlene M. Hinton

Term Expires 2018

BOARD OF SELECTMEN

John Gorecki, Chairman

Term Expires 2016

Lyn Lemaire

Term Expires 2018

Claude von Roesgen

Term Expires 2018

Nathan C. Brown

Term Expires 2017

Vanessa Hunnibell Moroney

Term Expires 2017

BOARD OF ASSESSORS

Michael Coscia, Chairman

Term Expires 2017

Kenneth Mostello

Term Expires 2018

James C. Marchant

Term Expires 2016

BOARD OF HEALTH

William Risso, Chairman

Term Expires 2016

Todd Thorsen

Term Expires 2018

Donna Margolies

Term Expires 2018

Lee Storrs

Term Expires 2017

Catherine Galligan

Term Expires 2016

HOUSING AUTHORITY

Alan P. Lehotsky, Chairman

Term Expires 2017

Steven Pearlman

Term Expires 2020

Mark H. Levitan

Term Expires 2019

Barbara Bjornsen

Term Expires 2016

Carolyn K.H. Ing, Governors Appointment

LIBRARY TRUSTEES

Thornton Ash, Chairman

Term Expires 2016

Andrew Beal

Term Expires 2018

Steven Golson

Term Expires 2017

PLANNING BOARD

Peter Gambino, Chairman

Term Expires 2017

Ray Bahar

Term Expires 2018

Peter Yelle

Term Expires 2018

Jonathan Stevens

Term Expires 2017

Peter Gambino

Term Expires 2017

Marc Lamere

Term Expires 2016

Karen Andon Danis

Term Expires 2016

Edward Rolfe

Term Expires 2016

Thomas Lane (assoc.)
Brian Larson (assoc.)

Term Expires 2016
Term Expires 2016

SCHOOL COMMITTEE

Melissa McMorrow, Chair
S. David Model
William Fink
Mary Storrs
Joshua Kablotsky

Term Expires 2018
Term Expires 2017
Term Expires 2017
Term Expires 2016
Term Expires 2016

APPOINTED TOWN OFFICIALS

TOWN ADMINISTRATOR

Timothy D. Goddard

TOWN ACCOUNTANT

Priscilla Dumka

FINANCE DIRECTOR

TOWN TREASURER

TAX COLLECTOR

M. Lawrence Barton

TOWN COUNSEL

Miyares and Harrington LLP

SUPERINTENDENT OF PUBLIC WORKS

Gary R. Davis

BUILDING COMMISSIONER

John A. Luther (*resigned July 2015*)
N. Jon Metivier

INSPECTOR OF PLUMBING, GAS PIPING AND APPLIANCES

James Powderly

WIRING INSPECTOR

Vincent Chant

INSPECTOR OF ANIMALS

Lawrence Sorli
Deborah A. Toher

DOG OFFICER

Robert A. Dennison (*resigned Sept. 2015*)
Lawrence Sorli
Matthew Svatek

FIELD DRIVER

Deborah A. Toher

KEEPER OF TOWN FLAGS

Thomas Ratcliffe

FENCE VIEWER

Lawrence O. Sorli

KEEPER OF TOWN CLOCK

Robert J. Koning, Jr.

Board of Registrars

| | |
|------------------|-------------------|
| Cynthia Schweppe | Term Expires 2018 |
| Elizabeth Bishop | Term Expires 2017 |
| Sally Zielinski | Term Expires 2016 |

Celebrations Committee

| | |
|--|-------------------|
| Scott Evans | Term Expires 2016 |
| Douglas A. G. Stevenson | Term Expires 2016 |
| Barbara Culkins | Term Expires 2016 |
| Dale Ryder | Term Expires 2016 |
| Laura Mullins | Term Expires 2016 |
| Alan Cameron | Term Expires 2016 |
| Father Thomas P. Donohoe (<i>Ex-Officio</i>) | |

Conservation Commission

| | |
|---------------------------|-------------------|
| Lee Tatistcheff, Chairman | Term Expires 2018 |
| Peter Burn | Term Expires 2018 |
| Luke Ascolillo | Term Expires 2016 |
| J. Thomas Brownrigg | Term Expires 2017 |
| Thomas Brown | Term Expires 2017 |
| Kenneth Belitz | Term Expires 2017 |

Council on Aging

| | |
|--|-------------------|
| Verna Gilbert, Chair | Term Expires 2016 |
| Kathleen Devivo-Ash | Term Expires 2018 |
| Gio DeNicola | Term Expires 2018 |
| Reuben Klickstein | Term Expires 2015 |
| Walter Hickman | Term Expires 2017 |
| Donna MacMullan | Term Expires 2017 |
| Peggy Hilton | Term Expires 2017 |
| Jean Sain | Term Expires 2016 |
| Elizabeth Acquaviva | Term Expires 2016 |
| Lillian DeBenedictis (<i>assoc.</i>) | Term Expires 2016 |
| Abba Singhal (<i>assoc.</i>) | Term Expires 2016 |
| Jerome Lerman (<i>assoc.</i>) | Term Expires 2016 |

| | |
|---------------------------------|-------------------|
| Helen Lyons (<i>assoc.</i>) | Term Expires 2016 |
| Muggsie Rocco (<i>assoc.</i>) | Term Expires 2016 |

Finance Committee

| | |
|-------------------------|-------------------|
| Kevin Perkins, Chairman | Term Expires 2017 |
| Michael Bishop | Term Expires 2018 |
| John Keller | Term Expires 2018 |
| Scott Triola | Term Expires 2017 |
| Jerome Lerman | Term Expires 2016 |
| James Darr | Term Expires 2016 |

Historical Commission

| | |
|---------------------------------|-------------------|
| Neal Emmer, Chairman | Term Expires 2016 |
| Jack O'Connor | Term Expires 2018 |
| Annette Lee | Term Expires 2017 |
| Ed Rolfe, Planning Board Rep. | Term Expires 2017 |
| Geoffrey Freeman | Term Expires 2016 |
| John Lyons (<i>alternate</i>) | Term Expires 2017 |

Long-Term Capital Requirements Committee

| | |
|--|-------------------|
| Vanessa H. Moroney | Term Expires 2017 |
| David Guarino | Term Expires 2017 |
| M. Lawrence Barton | Term Expires 2016 |
| Jerome Lerman | Term Expires 2016 |
| Jack Kablotsky (School Committee Rep.) | Term Expires 2016 |

Minuteman Regional Vocational High School Representative

Judith Taylor

Personnel Board

| | |
|--|-------------------|
| Vanessa Brown, Chair | Term Expires 2016 |
| Kacy Hurley | Term Expires 2018 |
| Snehal Patel | Term Expires 2016 |
| Diane Makovsky (<i>resigned 9/28/15</i>) | Term Expires 2016 |
| Mark Hersey (<i>resigned 9/28/15</i>) | Term Expires 2016 |

Recreation Commission

| | |
|-----------------------|-------------------|
| Rick Amodei, Chairman | Term Expires 2018 |
| Kevin T. Smith | Term Expires 2018 |
| Mark F. Spears | Term Expires 2018 |
| David Moreau | Term Expires 2018 |
| Noreen Ma | Term Expires 2016 |

Trails Committee

| | |
|-----------------------|-------------------|
| Alan Ankers, Chairman | Term Expires 2016 |
| Warren Spence | Term Expires 2018 |

| | |
|------------------|-------------------|
| Marc Lamere | Term Expires 2018 |
| Henry Cox | Term Expires 2018 |
| Stephen P. Tobin | Term Expires 2016 |
| Berton Willard | Term Expires 2017 |
| Louise Hara | Term Expires 2016 |

Veteran's Agent

| | |
|-------------------|-------------------|
| Kenneth L. Buffum | Term Expires 2016 |
|-------------------|-------------------|

Youth Commission

| | |
|-----------------------------------|-------------------|
| Lauree Eckler (<i>co-chair</i>) | Term Expires 2018 |
| Deborah Hamor (<i>co-chair</i>) | Term Expires 2017 |
| Sara Smith | Term Expires 2018 |
| Michelle Small | Term Expires 2018 |
| Alexandra Walsh | Term Expires 2018 |
| Karen Letteri | Term Expires 2017 |
| Sara Bardzik | Term Expires 2016 |
| Melinda Gambino | Term Expires 2016 |

Zoning Board of Appeals

| | |
|---------------------------------|-------------------|
| Lisa Davis Lewis, Chair | Term Expires 2018 |
| Martin Galligan | Term Expires 2018 |
| Emmanuel Crespo | Term Expires 2017 |
| Steven Hinton (<i>assoc.</i>) | Term Expires 2018 |
| Travis Snell (<i>assoc.</i>) | Term Expires 2017 |

TOWN ADVISORY COMMITTEES

Agriculture Committee

| | |
|-----------------------------------|-------------------|
| Judy Asarkof | Term Expires 2016 |
| Peter Mastromarino | Term Expires 2017 |
| Steven Huberman | Term Expires 2017 |
| Andrew Rogers | Term Expires 2016 |
| Leslie Thomas | Term Expires 2016 |
| Launa Zimmaro | Term Expires 2016 |
| Steve Carlin (<i>assoc.</i>) | Term Expires 2016 |
| John Lee (<i>assoc.</i>) | Term Expires 2016 |
| Olek Lorenc | Term Expires 2016 |
| Kay Fairweather (<i>assoc.</i>) | Term Expires 2016 |

Audit Committee

| | |
|----------------|-------------------|
| Simon Platt | Term Expires 2018 |
| Debra Belanger | Term Expires 2016 |
| Timothy Hult | Term Expires 2017 |

Carlisle Affordable

Housing Trust

| | |
|---------------------------|-------------------|
| Vanessa Hunnibell Moroney | Term Expires 2016 |
|---------------------------|-------------------|

| | |
|--------------------|-------------------|
| Lyn Lemaire | Term Expires 2016 |
| Claude von Roesgen | Term Expires 2016 |
| John Gorecki | Term Expires 2016 |
| Nathan Brown | Term Expires 2016 |
| Carolyn Ing | Term Expires 2016 |

Community Preservation Committee

| | |
|---|-------------------|
| Steven Pearlman (<i>Housing Auth.</i>) | Term Expires 2018 |
| Mark Spears (<i>RecCom</i>) | Term Expires 2018 |
| Nathan Brown (<i>BOS</i>) | Term Expires 2017 |
| Samantha Rottenberg (<i>Community member</i>) | Term Expires 2017 |
| Luke Ascolillo (<i>ConsCom</i>) | Term Expires 2016 |
| Annette Lee (<i>Historical Com</i>) | Term Expires 2016 |
| Ed Rolfe (<i>Planning Board</i>) | Term Expires 2016 |

Conservation Restriction Advisory Committee

| | |
|---------------------|-------------------|
| Lyn Lemaire, Chair | Term Expires 2016 |
| Wayne Davis | Term Expires 2016 |
| Ken Harte | Term Expires 2016 |
| Marc Lamere | Term Expires 2016 |
| J. Thomas Brownrigg | Term Expires 2016 |

Cultural Council

| | |
|---------------------|-------------------|
| Karen Shaver, Chair | Term Expires 2017 |
| Beth Galtson | Term Expires 2017 |
| Cynthia Sorn | Term Expires 2017 |
| Caren Ponty | Term Expires 2017 |
| Carren Panico | Term Expires 2017 |
| Mary-Lynn Bohn | Term Expires 2017 |
| Nancy Kuziemski | Term Expires 2017 |

Energy Task Force

| | |
|-------------------------------|-------------------|
| Dan Cook | Term Expires 2016 |
| Steve Hinton | Term Expires 2016 |
| Basu Sarkar | Term Expires 2016 |
| Helen Young | Term Expires 2016 |
| Andrew Barlow | Term Expires 2016 |
| William Risso | Term Expires 2016 |
| Richard Kane | Term Expires 2016 |
| Robert Zogg | Term Expires 2016 |
| Claude von Roesgen | Term Expires 2016 |
| Deb Bentley (<i>assoc.</i>) | Term Expires 2016 |

Greenough Barn Committee

| | |
|-----------------|-------------------|
| Alan Ankers | Term Expires 2016 |
| Thomas Casparis | Term Expires 2016 |
| John Gorecki | Term Expires 2016 |

| | |
|--------------|-------------------|
| Steve Hinton | Term Expires 2016 |
| Warren Lyman | Term Expires 2016 |
| Tom Brown | Term Expires 2016 |

**Household Recycling
Committee**

| | |
|---------------------|-------------------|
| Robert Peary, Chair | Term Expires 2018 |
| Daniel Scholten | Term Expires 2018 |
| Robert Wallhagen | Term Expires 2018 |
| Launa Zimmaro | Term Expires 2018 |
| Gary Davis | |

**Land Stewardship
Committee**

| | |
|---------------------------|-------------------|
| Debby Geltner, Co-Chair | Term Expires 2017 |
| Timothy Donohue, Co-Chair | Term Expires 2017 |
| Dwight DeMay | Term Expires 2017 |
| Warren Lyman | Term Expires 2017 |
| Andrew Wilmot | Term Expires 2017 |

**Scholarship Advisory
Committee**

| | |
|---------------------|-------------------|
| Diane Powers, Chair | Term Expires 2018 |
| Michael Fitzgerald | Term Expires 2018 |

**Senior Tax Advisory
Committee**

| | |
|-----------------|-------------------|
| Larry Barton | Term Expires 2016 |
| Melissa Stamp | Term Expires 2016 |
| David Klein | Term Expires 2016 |
| Angela Smith | Term Expires 2016 |
| Santo Pullara | Term Expires 2016 |
| Barbara Culkins | Term Expires 2016 |

Technology Committee

| | |
|------------------|-------------------|
| Nathan Brown | Term Expires 2016 |
| Jason Chandonnet | Term Expires 2016 |
| William Risso | Term Expires 2016 |
| Ted Shaw | Term Expires 2016 |
| Larry Barton | Term Expires 2016 |
| David McKay | Term Expires 2016 |

Veterans Committee

| | |
|--------------------|-------------------|
| Greg Fairbank | Term Expires 2016 |
| Jules Aronovitz | Term Expires 2016 |
| Alan R. Canova | Term Expires 2016 |
| Vanessa H. Moroney | Term Expires 2016 |

POLICE DEPARTMENT

EMERGENCY TELEPHONE: 9-1-1

BUSINESS TELEPHONE: 369-1155

FULL-TIME OFFICERS

| | |
|----------------------|-----------------|
| John C. Fisher | Chief of Police |
| Leo T. Crowe | Lieutenant |
| Scott Barnes | Sergeant |
| Stephen Mack | Sergeant |
| Andrew Booth | Sergeant |
| Richard C. Tornquist | Inspector |
| Paul Smith | Patrol Officer |
| Christopher Arguoyan | Patrol Officer |
| Andrew Corwin | Patrol Officer |
| Debra Saponaro | Patrol Officer |

SPECIAL OFFICERS

Steven F. Otto
Mark A. Scholfield
Royce Taylor IV
Christian Seminatore
Thomas Whelan
Ashley Buckland
William Burgess
Richard Hodgson

CONSTABLES

John C. Fisher
Scott Barnes
Leo Crowe

CARLISLE FIRE DEPARTMENT

EMERGENCY TELEPHONE: 911

Dispatch: 978-369-1442 (Business-non Emergency) ~ Permits & Inspections: 978-287-0072

OFFICERS

Fire Chief - David R. Flannery, EMT
Deputy Fire Chief - Jonathan C. White, EMT
Captain - J.J. Supple, EMT
Lieutenant - Robert J. Koning, Jr.
Lieutenant Matthew Svatek, EMT

REGULAR FIREFIGHTERS

John J. Bakewell, EMT
John C. Bernardin (*Reg. FF 7/1/14*)
Thomas J. Bishop, EMT
Kevin T. Brown (*Leave of Absence 6/1/15*)
Lloyd A. Burke
George D.P. Middleton, EMT
David P. Moseley
Burt L. Rubenstein, EMT/EMS Coordinator
Bryan B. Sorrows, EMT (*Acting Lt. 10/1/15*)
Kevin D. Stacey (*Separation 10/1/15*)
Douglas A.G. Stevenson

EMERGENCY MEDICAL TECHNICIAN

Frank W. Sargent, EMT (*Return from Administrative Leave 10/01/15*)

AUXILIARY FIREFIGHTERS

David W. Canavan, EMT
Matthew D. Cheever, EMT (*Resigned 04/27/15*)
Kenneth J. Cole, (*Appointed 12/09/15*)
Charles W. Farrow
Anthony Geanisis, EMT/Code Compliance Inspector (*Appointed 03/02/15*)
Eric G. Hedblom, EMT
Matthew S. Herweck (*Appointed 09/30/15*)
William J. Ho, EMT
Ryan J. Hoffmann (*Appointed 12/09/15*)
Paul D. Martin, EMT (*Resigned 03/31/15*)
Justin Mui, EMT
Peter W. Nash, EMT
David A. Newman, EMT
Matthew C. Paze (*Appointed 12/09/15*)
John D. Richardson, EMT
Ryan J. Strazzere, (*Appointed 10/28/15*)

ADMINISTRATIVE ASSISTANT

Heather Vaughn

COMMUNICATIONS DEPARTMENT

Michael Taplin – Dispatch Manager

Dispatchers

Kirk Bishop
Mikayla Lynch
Ronald Sawyer
Ashley Buckland

TOWN CLERK

There are 73 chapters and 451 statutes of the Massachusetts General Laws that direct the Town Clerk's duties. The Town Clerk interacts with all of Carlisle's town boards, as well as, several state agencies on a regular basis. The Town Clerk is also the Chief Election Officer for the town of Carlisle and a member of the Board of Registrars of Voters.

In addition to elections activities (voter registrations, nomination papers, petitions and campaign finance reporting) the Town Clerk's office is responsible for dog licensing, maintaining vital records (birth, marriage, death), business certificates, raffle permits, administering the oath of office to all elected and appointed officials. Planning, and Zoning Board of Appeals Applications, annual town census, collection of fines (dog, and marijuana violations), management of town meeting setup, and scheduling the use of the meeting rooms in town hall.

Another responsibility includes the Open Meeting Law and the Ethics Law requirements. Every municipal employee, volunteer and official must receive a summary of the Ethics Law annually and provide the clerk with documentation that he/she has received the summary. Every other year municipal employees and officials must take an online educational training and provide a certificate of completion to the Town Clerk

We have been fortunate to have many devoted, talented and absolutely tireless volunteers who readily step up and help out when needed for special projects and others who have assigned tasks that they help manage throughout the year. Some of these are part of the Senior Tax Worker Volunteer program and others just do so out of a strong sense of civic duty. We are always happy to have help from anyone who is interested and there are such a wide variety of tasks to be done that we can usually find something of mutual interest for anyone wanting to help.

Last year I spoke of the invaluable work performed by one of our most active and loyal volunteers, Irene Blake. Irene was the person who trained me and who ran the office for a long period of time while the former clerk, Sarah Andreassen, was battling cancer. Unfortunately Irene suffered from this same fate. Irene was diagnosed in October 2014 but did not hesitate to volunteer when she could. As time passed, the disease became more aggressive until she was too weak to work. We lost her on March 17, 2015. I owe a huge debt of gratitude to her for introducing me to this position and especially for her tireless support throughout the 13 years that we worked together. Irene is sorely missed and will always be an integral part of the fabric that is the Carlisle Town Clerk's Office. I simply cannot say enough about what she meant to me and to this Town. Her love for the history of this Town and for the Election Process is like nothing I have ever experienced. I am forever indebted to her for instilling in me her enthusiasm for the elections process. We will likely never see another person with her level of passion for this very important aspect of the Clerk's role in Town Government

Other changes also happened in 2015. Kerri Keeler Piette who worked with us on elections for well over 10 years, serving as warden for at least the last six years, has left town and also left a huge void. Kerri was a superior warden with all the necessary traits to help run large, very active elections and also maintain the enthusiasm necessary among the volunteers during some of the slower paced elections. While we wish her the best in her new endeavors, we will always hold a place in our hearts for her during our Carlisle Elections. I am looking forward to new experiences with Cindy Nock, our newest Election Warden. The Town of Carlisle is truly fortunate to have such a talented generous group of thoughtful, dedicated, and enthusiastic volunteers. Thanks to all of you and I look forward to meeting many new volunteers next year!

RECORDS

MARRIAGES RECORDED IN 2015

| <u>Date</u> | <u>Place of Marriage</u> | <u>Name</u> | <u>Place of Residence</u> |
|-------------------|--------------------------|-----------------------------|---------------------------|
| January 22, 2015 | Carlisle | Margot Emma Frost-Stuart | Carlisle, MA |
| | | Christopher John Chiapella | Carlisle, MA |
| April 12, 2015 | Cambridge | Bert Frohlich | Carlisle, MA |
| | | Wendy Ann Fisher | Carlisle, MA |
| June 21, 2015 | Carlisle | John D. Glenn | Carlisle, MA |
| | | Julie L. Durrell | Carlisle, MA |
| June 25, 2015 | Groton | Joshua A. Noble | Carlisle, MA |
| | | Kaylan J. Tavenner | Carlisle, MA |
| July 22, 2015 | Concord | Aditya Chinai | Carlisle, MA |
| | | Sneha Shah | Worcester, MA |
| June 27, 2015 | Carlisle | Jada Yong Mei He | Carlisle, MA |
| | | Sonny Scott Gamble | Carlisle, MA |
| August 23, 2015 | Carlisle | Susan Marie Modeen | Carlisle, MA |
| | | Eugene Henry Clark, V | Cumberland, RI |
| August 22, 2015 | Pepperell | Caitlin Jane Bagby | Carlisle, MA |
| | | Eric Robert McCulley | Carlisle, MA |
| October 8, 2015 | Carlisle | Karen Marie Fontaine | Carlisle, MA |
| | | Mark Peter Brittle | Carlisle, MA |
| November 3, 2015 | Carlisle | Madhava K. Setty | Carlisle, MA |
| | | Jill Goldman | Carlisle, MA |
| November 6, 2015 | Carlisle | Kathleen Godfrey Oliver | Carlisle, MA |
| | | Grant William Challenger | Carlisle, MA |
| December 12, 2015 | Carlisle | Abigail Elizabeth Ruettgers | Carlisle, MA |
| | | Bernard Aidan Flanagan | Carlisle, MA |

BIRTHS RECORDED IN 2015

There were 31 births in Carlisle in 2015. In accordance with Chapter 431 of the Acts of 1991, the disclosure of names of children and their dates of birth is now prohibited.

DEATHS RECORDED IN 2015

| <u>Date of Death</u> | <u>Name</u> | <u>Age</u> |
|----------------------|----------------------------|------------|
| January 14, 2015 | Constance Gosselin Schick | 69 |
| February 7, 2015 | Nancy L Fry | 87 |
| February 12, 2015 | William Bovey | 87 |
| February 24, 2015 | Harold Meehan | 85 |
| February 26, 2015 | Joseph Toscano | 79 |
| March 16, 2015 | John J. Keough | 69 |
| March 17, 2015 | Irene E. Blake | 76 |
| March 18, 2015 | Dale C. Troppito | 62 |
| March 18, 2015 | Douglass Brown Goodale | 66 |
| April 4, 2015 | Christopher John Burak | 76 |
| April 8, 2015 | Andrew Lewis Logan | 91 |
| May 11, 2015 | Kathleen Stephanie Dow | 61 |
| May 20, 2015 | Beverley Nettie MacDonell | 89 |
| May 21, 2015 | Norma Grace Japp | 87 |
| June 7, 2015 | Edward Byers | 66 |
| June 20, 2015 | Herbert M. Oyer, Jr. | 90 |
| June 23, 2015 | Theresia M. Langrind | 85 |
| June 29, 2015 | Albie Joseph Jarvis | 91 |
| July 13, 2015 | Henry Charles Kleuber, Jr. | 86 |
| July 22, 2015 | Eleanor J. Cacciola | 96 |
| October 4, 2015 | Zoe Alicia Marae | 61 |
| October 19, 2015 | Anna Balles | 87 |
| October 20, 2015 | Keith Malcolm Fortier | 93 |
| October 24, 2015 | Dana A. Booth, II | 50 |
| October 28, 2015 | Silvestro F. D'Urbano | 86 |
| November 9, 2015 | Alexander Carmichael | 86 |
| December 15, 2015 | David Ellicott Watson | 68 |

INTERMENTS IN GREEN CEMETERY – 2015

| <u>Name</u> | <u>Age</u> | <u>Date of Death</u> | <u>Date of Interment</u> |
|---------------------|------------|----------------------|--------------------------|
| Nancy E. Lewis | 82 | December 16, 2014 | January 2, 2015 |
| Mary A. Ferreira | 77 | December 29, 2014 | January 17, 2015 |
| Constance G. Schick | 69 | January 14, 2015 | January 20, 2015 |
| Renate E. Rourke | 79 | March 13, 2015 | March 20, 2015 |
| Irene E. Blake | 76 | March 17, 2015 | March 28, 2015 |

| | | | |
|---------------------------|-----|-------------------|--------------------|
| Christopher J. Burak | 76 | April 4, 2015 | April 10, 2015 |
| Dale C. Troppito | 62 | March 18, 2015 | April 11, 2015 |
| Robert B. Thompson | 91 | April 13, 2015 | April 18, 2015 |
| Norman E. Davis, Jr. | 80 | April 30, 2015 | May 7, 2015 |
| Douglass B. Goodale | 66 | March 18, 2015 | May 17, 2015 |
| Frederick L. Casselman | 75 | May 19, 2015 | May 23, 2015 |
| Kathleen S. Dow | 61 | May 11, 2015 | May 15, 2015 |
| Beverley Nettie MacDonell | 89 | May 20, 2015 | May 30, 2015 |
| Borghild P. Dyson | 96 | March 12, 2015 | June 13, 2015 |
| Ann L. Wright | 85 | June 7, 2015 | June 23, 2015 |
| Howard L. Hensleigh | 94 | December 29, 2014 | June 27, 2015 |
| Patricia A. Duren | 81 | January 10, 2015 | July 12, 2015 |
| John S. Anderegg, Jr | 90 | August 5, 2015 | August 15, 2015 |
| Dorothy Schecter | 85 | August 28, 2015 | September 27, 2015 |
| Anna Balles | 87 | October 19, 2015 | October 23, 2015 |
| Samantha E. Dweck | 24 | January 25, 2015 | October 23, 2015 |
| Rebecca Pennucci | --- | October 26, 2015 | October 31, 2015 |
| Judith Skelton | 76 | October 2, 2015 | October 31, 2015 |
| Silvestro D'Urbano | 86 | October 28, 2015v | November 4, 2015 |
| Philip Garnick | 81 | August 16, 2015 | November 21, 2015 |
| Marilyn Rose Garnick | 89 | August 19, 2015 | November 21, 2015 |

DOG LICENSES ISSUED IN 2015

| <u>Number</u> | <u>Type</u> | <u>Unit Cost</u> | <u>Total Cost</u> |
|---------------|---------------------------|------------------|-------------------|
| 596 | Neutered/Spayed | \$10.00 | \$5,960.00 |
| 63 | Male/Female | \$15.00 | \$ 945.00 |
| 1 | Kennels – 4 dogs or fewer | \$35.00 | \$ 35.00 |
| 1 | Kennels-- 5 to 10 dogs | \$75.00 | \$ 75.00 |
| 3 | Kennels – over 10 dogs | \$100.00 | \$ 300.00 |
| 20 | Fine | \$20.00 | \$ 400.00 |
| Total | | | \$7,715.00 |

FISH & GAME LICENSES

Due to changes at the State level, Carlisle no longer sells Fish and Game Licenses.

**WARRANT
ANNUAL TOWN MEETING – APRIL 27, 2015
THE COMMONWEALTH OF MASSACHUSETTS**

Middlesex, ss.

To either of the Constables of the Town of Carlisle in the County of Middlesex:
GREETINGS

IN THE NAME OF the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of said Town, qualified to vote in elections and town affairs, to meet at the Corey Building at 150 Church Street in said Carlisle on Monday, the Twenty-seventh of April next, at seven o'clock in the evening, and thereafter continuing from day to day until completed, then and there to act on the following articles:

CONSENT AGENDA

In an effort to streamline Town Meeting and therefore to make it more inviting to voters, the Board of Selectmen has decided to continue with the concept of the Consent Agenda. This agenda speeds the passage of Articles that the Selectmen anticipate, in consultation with the Moderator and Finance Committee, are likely to generate no controversy and can be properly voted on without debate. The purpose of the Consent Agenda is to allow these Articles to be acted upon pursuant to a single motion, and to be passed without debate.

THE TOWN WILL BE ASKED TO APPROVE THE USE OF A CONSENT AGENDA UNDER ARTICLE 1.

Should the Town approve the use of a CONSENT AGENDA, the Selectmen have voted to recommend that the following Articles be acted upon under the Consent Agenda: Articles 2, 3, 4, 5, 6, 7 and 8. The Articles to be taken up under the Consent Agenda are indicated by a double asterisk (**).

At the call of the Consent Agenda, the Moderator will call out the numbers of the Articles, one by one. If one or more voters object to any particular Article being included in the Consent Agenda, please say the word "Hold" in a loud voice when the number is called. The Article will then be automatically removed from the Consent Agenda and restored to its original place in the Warrant, to be debated and voted upon in the usual manner. After the calling of the individual items in the Consent Agenda, the Moderator will entertain a SINGLE MOTION that all items remaining on the Consent Agenda be acted upon favorably by the voters.

Please carefully review the list of proposed Articles, which appears in the printed Warrant Book that is mailed to each home. If you have any questions about the consent articles or procedure, please contact the Town Administrator at 978-371-6688 before Town Meeting.

ARTICLE 1 – Consent Agenda: To see if the Town will vote to adopt certain procedures to govern the conduct of the 2015 Annual Town Meeting or to take any other action related thereto. (BOARD OF SELECTMEN)

ARTICLE 2 - Town Reports**: To hear and act upon the reports of Town Officers, Boards, Committees, Commissioners, and Trustees, or to take any other action related thereto. (BOARD OF SELECTMEN)

ARTICLE 3 - Salaries of Elected Officials **: To see if the Town will vote to fix the salaries of the elected officers of the town as provided by M.G.L. c. 41, § 108, as amended, for the Fiscal Year 2016, beginning July 1, 2015, or to take any other action related thereto.

| | <u>Voted FY'14</u> | <u>Voted FY'15</u> | <u>Recommended FY'16</u> |
|----------------------|--------------------|--------------------|--------------------------|
| Moderator | \$50 | \$50 | \$50 |
| Town Clerk | \$57,063 | \$58,204 | \$59,543 |
| Assessors - Chairman | \$100 | \$100 | \$100 |
| Second Member | \$100 | \$100 | \$100 |
| Third Member | \$100 | \$100 | \$100 |

(BOARD OF SELECTMEN/FINANCE COMMITTEE)

Finance Committee Recommendation: The Finance Committee recommends approval of Article 3.

ARTICLE 4 – Actuarial Valuation of Post-Employment Benefits**: To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute a sum of money to be spent by the Board of Selectmen for the purpose of professional services in connection with GASB 45 actuarial valuation of post-employment benefits for the Town, or to take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

Finance Committee Recommendation: The Finance Committee recommends raising and appropriating \$4,000 to be spent by the Board of Selectmen for professional services connected with the Actuarial Valuation. The intent of this article is to plan for and budget a portion of the cost for the actuarial valuation that must be done every two years by the Treasurer.

ARTICLE 5 – Revaluation **: To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute a sum of money to be spent by the Board of Assessors for the purpose of professional services in connection with revaluation of real estate and personal property in the Town, or take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

Finance Committee Recommendation: The Finance Committee recommends approval of Article 5 for \$5,000 to be spent by the Board of Assessors for professional services connected with revaluation. The intent of this article is to plan for and budget a portion of the cost for the revaluation that must be done every three years by the Assessors, in each of the years leading up to the revaluation.

ARTICLE 6 - Department Revolving Funds Authorization **: To see if the Town will vote to authorize or reauthorize certain revolving funds, as set forth below, pursuant to M.G.L. c. 44, § 53E ½ for the Fiscal Year 2016, beginning July 1, 2015, or to take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

| Revenue Funds | Revenue Source | Authority to Spend | Use of Fund | Spending Limit |
|-----------------------------------|--|-------------------------|--|----------------|
| School Buses | User Fees Collected by School | School Committee | To provide transportation for 7 th and 8 th grade students | \$60,000 |
| Board of Health Inspections | Board of Health Fees | Board of Health | Specific expert engineering and consulting services to review septic and well installations and repairs, sanitary inspections and other appropriate reimbursable expenses. | \$50,000 |
| Hazardous Wastes | Transfer Station User Fees & Grants Received | Board of Selectmen | Transfer Station recycling expenses and household hazardous waste collection /disposal | \$40,000 |
| Trails Committee | Sale of Trails in Carlisle Book | Board of Selectmen | Building, maintaining and enhancing recreation trails. | \$10,000 |
| Conservation Foss Farm | User Fees | Conservation Commission | Activities and maintenance associated with Foss Farm. | \$2,500 |
| Conservation Building Maintenance | Fees and/or Rent | Conservation Commission | Maintenance and repairs associated with the Buildings located on Conservation Lands | \$30,000 |
| Historical Commission | Fees | Historical Commission | Reasonable expenses related to filings/applications. | \$3,000 |
| Youth Commission | Event Admission Fees | Board of Selectmen | To provide for dances and other events sponsored by the Youth Commission. | \$10,000 |

| | | | | |
|---------------------|-----------|--------------------|--|-----------|
| Building Department | User Fees | Board of Selectmen | To cover inspectional services and administrative expenses. | \$100,000 |
| Council on Aging | User Fees | Council on Aging | To provide for expenses for activities, programs and events sponsored by the Council on Aging. | \$25,000 |

Finance Committee Recommendation: The Finance Committee recommends authorizing the following revolving special revenue funds, as specified in Article 6: School buses, Board of Health, Hazardous Wastes, Trails Committee, Conservation Foss Farm, Conservation Building Maintenance, Historical Commission, Youth Commission, Building Department, and Council on Aging. All of these Funds receive their revenues from user fees and grant awards, which are spent to provide services as determined in each of the fund's charter.

ARTICLE 7 – Real Estate Tax Exemption **: To see if the Town will vote to authorize the Board of Assessors, pursuant to M.G.L. c. 59, § 5 (clause 41C), to grant an additional real estate tax exemption of up to one hundred percent (100 %) of the amount permitted by this statute, or to take any other action related thereto. (BOARD OF SELECTMEN/BOARD OF ASSESSORS)

Finance Committee Recommendation: The Finance Committee recommends authorizing the Board of Assessors to grant this exemption.

ARTICLE 8 - FY 2016 Chapter 90 Authorization **: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow pursuant to any applicable statute a sum of money to be used for reconstruction and improvements of Public Ways, as provided for under the provisions of M.G.L. c. 90, or to take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

Finance Committee Recommendation: The Finance Committee recommends appropriating Chapter 90 funds to fund road reconstruction and improvement of public ways. Under the General Laws, the Commonwealth of Massachusetts will reimburse the Town for these monies.

ARTICLE 9 – Fiscal Year 2015 Budget Transfers: To see if the Town will vote to transfer sums of money into various line items of the Fiscal Year 2015 operating budget from other line items of said budget, from unexpended funds in various accounts or from other available funds. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

Finance Committee Recommendation: The Finance Committee will make its recommendation at Town Meeting.

ARTICLE 10 – FY16 Operating Budget: To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute, a sum of money to fund the various departments, boards, commissions, and operating

expenses of the Town for the Fiscal Year 2016, beginning July 1, 2015, or to take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

Finance Committee Recommendation: *The Finance Committee recommends approval of a total FY2016 Operating Budget of \$27,523,585 as further detailed below:*

Article 10

| | <u>FY 2015</u> | <u>FY 2016</u> |
|----------------------------------|-------------------|-------------------|
| | <u>Budget</u> | <u>Levy Limit</u> |
| | | <u>Budget</u> |
| General Government | 1,149,181 | 1,191,855 |
| Protection of Persons & Property | 2,283,187 | 2,380,577 |
| Board of Health | 88,822 | 91,085 |
| Public Works | 1,110,880 | 1,130,719 |
| Public Assistance | 204,026 | 219,791 |
| Education | 16,859,206 | 17,826,518 |
| Library | 574,053 | 594,064 |
| Recreation | 147,282 | 149,990 |
| Insurance & Benefits | 1,505,000 | 1,480,000 |
| Unclassified | 152,000 | 152,000 |
| County Retirement | 726,609 | 771,117 |
| Long Term Debt | 1,516,884 | 1,535,869 |
| Total | <u>26,317,130</u> | <u>27,523,585</u> |

General Government

| | <u>FY 2015</u> | <u>FY 2016</u> |
|-----------------------------|----------------|-------------------|
| | <u>Budget</u> | <u>Levy Limit</u> |
| | | <u>Budget</u> |
| General Government | | |
| General Expense & Town Hall | 726,246 | 755,426 |
| Citizen Recognition | 275 | 275 |
| Treasurer/Collector | 144,677 | 151,547 |
| Town Clerk | 70,469 | 72,070 |
| Registrars & Elections | 13,723 | 13,988 |
| Assessors | 107,405 | 109,789 |

| | | |
|----------------|------------------|------------------|
| Planning Board | 86,386 | 88,760 |
| sub-total | <u>1,149,181</u> | <u>1,191,855</u> |

General Expenses & Town Hall: The Finance Committee recommends a balanced budget appropriation of \$755,426 for this budget item.

Citizen Recognition: The Finance Committee recommends a balanced budget appropriation of \$275 for this budget item.

Treasurer/Tax Collector: The Finance Committee recommends a balanced budget appropriation of \$151,547 for this budget item.

Town Clerk: The Finance Committee recommends a balanced budget appropriation of \$72,070 for this budget item.

Registrars and Elections: The Finance Committee recommends a balanced budget appropriation of \$13,988 for this budget item.

Assessors: The Finance Committee recommends a balanced budget appropriation of \$109,789 for this budget item.

Planning Board: The Finance Committee recommends a balanced budget appropriation of \$88,760 for this budget item.

Protection of Persons and Property

| | <u>FY 2015</u> | <u>FY 2016</u> |
|----------------------------------|------------------|-------------------|
| | <u>Budget</u> | <u>Levy Limit</u> |
| | <u>Budget</u> | <u>Budget</u> |
| Protection of Persons & Property | | |
| Police | 1,368,980 | 1,422,264 |
| Fire | 427,072 | 457,346 |
| Communications | 324,487 | 332,046 |
| Conservation | 94,215 | 100,260 |
| Dog & Animal Control | 10,325 | 10,782 |
| Inspectional Services | 34,108 | 33,879 |
| Street-Lighting | <u>24,000</u> | <u>24,000</u> |
| Sub-total | <u>2,283,187</u> | <u>2,380,577</u> |

Police: The Finance Committee recommends a balanced budget appropriation of \$1,422,264 for this budget item.

Fire: The Finance Committee recommends a balanced budget appropriation of \$457,346 for this budget item, with \$404,346 to be raised from taxation or other available funds of the town and \$53,000 to be transferred from the Ambulance Fund.

Communications: The Finance Committee recommends a balanced budget appropriation of \$332,046 for this budget item.

Conservation: The Finance Committee recommends a balanced budget appropriation of \$100,260 for this budget item.

Dog & Animal Control: The Finance Committee recommends a balanced budget appropriation of \$10,782 for this budget item.

Inspectional Services: The Finance Committee recommends a balanced budget appropriation of \$33,879 for this budget item.

Street Lighting: The Finance Committee recommends a balanced budget appropriation of \$24,000 for this budget item.

Board of Health

| | FY 2015 Budget | FY 2016 Levy Limit Budget |
|-----------------|-------------------|---------------------------------|
| Board of Health | 88,822 | 91,085 |

Board of Health: The Finance Committee recommends a balanced budget appropriation of \$91,085 for this budget item.

Public Works

| | FY 2015 Budget | FY 2016 Levy Limit Budget |
|-------------------|-------------------|---------------------------------|
| Public Works | | |
| DPW (incl. trees) | 696,413 | 714,742 |
| Snow & Ice | 65,440 | 65,558 |
| Transfer Station | 260,611 | 262,003 |
| Road Maintenance | 88,416 | 88,416 |
| sub-total | 1,110,880 | 1,130,719 |

DPW: The Finance Committee recommends a balanced budget appropriation of \$714,742 for this budget item.

Snow & Ice: The Finance Committee recommends a balanced budget appropriation of \$65,558 for this budget item.

Transfer Station: The Finance Committee recommends a balanced budget appropriation of \$262,003 for this budget item.

Road Maintenance: The Finance Committee recommends a balanced budget appropriation of \$88,416 for this budget item.

Public Assistance

| | | FY 2016 |
|------------------------------|---------|------------|
| | FY 2015 | Levy Limit |
| | Budget | Budget |
| Public Assistance | | |
| Youth Commission | 2,806 | 2,872 |
| Council on Aging | 174,620 | 180,319 |
| Senior Tax Voucher Program | 25,000 | 25,000 |
| Veteran's Agent and Benefits | 1,600 | 11,600 |
| sub-total | 204,026 | 219,791 |

Youth Commission: The Finance Committee recommends a balanced budget appropriation of \$2,872 for this budget item.

Council on Aging: The Finance Committee recommends a balanced budget appropriation of \$180,319 for this budget item.

Senior Tax Voucher Program: The Finance Committee recommends a balanced budget appropriation of \$25,000 for this budget item.

Veteran's Agent: The Finance Committee recommends a balanced budget appropriation of \$11,600 for this budget item.

Education

| | FY 2016 |
|---------|------------|
| FY 2015 | Levy Limit |
| Budget | Budget |

Education

| | | |
|-------------------------------|-------------------|-------------------|
| Carlisle Public Schools | 10,012,736 | 10,441,674 |
| CCRSD | 5,834,916 | 5,905,074 |
| CCRSD debt service | 684,033 | 1,253,485 |
| MMRHS, including debt service | <u>327,521</u> | <u>226,285</u> |
| sub-total | <u>16,859,206</u> | <u>17,826,518</u> |

Carlisle Public Schools: The Finance Committee recommends a balanced budget appropriation of \$10,441,674 for this budget item.

Concord Carlisle Regional High School (CCRSD): The Finance Committee recommends a balanced budget appropriation of \$5,905,074 for this budget item.

Concord Carlisle Regional High School (CCRSD) Debt Service: The Finance Committee recommends a balanced budget appropriation of \$1,253,485 for this budget item, with \$853,485 to be raised from taxation or other available funds of the town and \$400,000 to be transferred from Free Cash.

Minuteman Regional High School (MMRHS): The Finance Committee recommends a balanced budget appropriation of \$226,285 for this budget item.

Library

| | | |
|---------|-----------------------------|-----------------------------|
| | <u> </u> | <u> </u> |
| | FY 2015 | FY 2016 |
| | Budget | Levy Limit |
| Library | <u>574,053</u> | <u>594,064</u> |

Library: The Finance Committee recommends a balanced budget appropriation of \$594,064 for this budget item.

Recreation

| | | |
|------------|-----------------------------|-----------------------------|
| | <u> </u> | <u> </u> |
| | FY 2015 | FY 2016 |
| | Budget | Levy Limit |
| Recreation | <u>147,282</u> | <u>149,990</u> |

Recreation: The Finance Committee recommends a balanced budget appropriation of \$149,990 for this budget item.

Insurance & Benefits

| | FY 2015 Budget | FY 2016 Levy Limit Budget |
|--------------------------------|-------------------|---------------------------------|
| Insurance & Benefits | | |
| Blanket Insurance | 205,000 | 205,000 |
| Group Insurance and Mitigation | 1,000,000 | 1,000,000 |
| Contribution to OPEB Trust | 250,000 | 225,000 |
| Unemployment Insurance | 50,000 | 50,000 |
| sub-total | 1,505,000 | 1,480,000 |

Blanket Insurance: The Finance Committee recommends a balanced budget appropriation of \$205,000 for this budget item.

Group Insurance & Mitigation: The Finance Committee recommends a balanced budget appropriation of \$1,000,000 for this budget item.

Contribution to OPEB Trust: The Finance Committee recommends a balanced budget appropriation of \$225,000 for this budget item with \$125,000 to be raised from taxation or other available funds of the town and \$100,000 to be transferred from Free Cash.

Unemployment Insurance: The Finance Committee recommends a balanced budget appropriation of \$50,000.

Unclassified

| | FY 2015 Budget | FY 2016 Levy Limit Budget |
|-------------------------|-------------------|---------------------------------|
| Unclassified | | |
| Interest, fees, & costs | 1,000 | 1,000 |
| Public Celebrations | 1,000 | 1,000 |
| Reserve Fund Balance | 150,000 | 150,000 |
| sub-total | 152,000 | 152,000 |

Interest, Fees, & Costs: The Finance Committee recommends a balanced budget appropriation of \$1,000 for this budget item.

Public Celebrations: The Finance Committee recommends a balanced budget appropriation of \$1,000 for this budget item.

Reserve Fund: The Finance Committee recommends a balanced budget appropriation of \$150,000 for this budget item.

County Retirement

| | | |
|-------------------|---------|------------|
| | | |
| | | FY 2016 |
| | FY 2015 | Levy Limit |
| | Budget | Budget |
| County Retirement | 726,609 | 771,117 |

County Retirement: The Finance Committee recommends a balanced budget appropriation of \$771,117 for this budget item.

Long Term Debt Service

| | | |
|----------------|-----------|------------|
| | | |
| | | FY 2016 |
| | FY 2015 | Levy Limit |
| | Budget | Budget |
| Long Term Debt | 1,516,884 | 1,535,869 |

Long Term Debt: The Finance Committee recommends a balanced budget appropriation of \$1,535,869 for this budget item with \$1,441,076 to be raised from taxation or other available funds of the town, \$14,945 to be transferred from the Stabilization fund, \$40,000 to be transferred from Free Cash, and \$39,848 to be transferred from the Reserve for Bond Premiums account.

ARTICLE 11 – Additional Appropriations: To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute a sum of money to be expended by the Board of Selectmen for the purpose of retaining consultants to conduct studies, provide services and complete projects for the following departments:

| <u>Department</u> | <u>Amount</u> | <u>Purpose</u> |
|-------------------|---------------|----------------------|
| Council on Aging | \$6,500 | Social Worker |
| Assessors | \$5,000 | Updates to GIS Maps |
| Conservation | \$3,900 | Greenough Dam Design |

| | | |
|-----------|----------|----------------------------|
| Selectmen | \$10,000 | Fire Department Study |
| Selectmen | \$20,000 | Facilities Condition Study |

or to take any other action related thereto. (BOARD OF SELECTMEN)

Finance Committee Recommendation: The Finance Committee recommends approval of Article 11 with \$30,000 to be transferred from Free Cash and \$15,400 to be raised and appropriated through taxation.
 ARTICLE 12 – Approve/Fund Collective Bargaining Agreements: To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for the purpose of funding a successor collective bargaining agreement between the Town of Carlisle and the Carlisle Teachers’ Association, or to take any other action related thereto.
 (SCHOOL COMMITTEE)

Finance Committee Recommendation: The Finance Committee will make its recommendation at Town Meeting.

ARTICLE 13 – Wage and Classification Study Adjustments: To see if the Town will vote to raise and appropriate the sum of \$20,000 for the purpose of funding wage/salary adjustments for Town non-union personnel or to take any other action related thereto.
 (BOARD OF SELECTMEN)

Finance Committee Recommendation: The Finance Committee recommends approval of Article 13.

ARTICLE 14 – CPA Annual Recommendations: To see if the town will vote to act on the report of the Community Preservation Committee and to appropriate or reserve for later appropriation monies from the Community Preservation Fund annual revenues or available funds and to authorize the Board of Selectmen to convey, or accept as the case may be, appropriate historic preservation or conservation restrictions, and to take any other action related thereto. (COMMUNITY PRESERVATION COMMITTEE)

Summary of Motion 1 - FY’16 CPA Appropriations: That the following amounts be appropriated from the Fiscal Year 2016 Community Preservation Fund estimated revenues to the Community Preservation Fund accounts as follows:

Fifty One Thousand Dollars (\$51,000) be appropriated to the Open Space Reserve Fund.
 Fifty One Thousand Dollars (\$51,000) be appropriated to the Community Housing Reserve Fund.
 Fifty One Thousand Dollars (\$51,000) be appropriated to the Historic Reserve Fund.
 Two Thousand Five Hundred Dollars (\$2,500) be appropriated for Administrative Expenses.
 Three Hundred Fifty Four Thousand Five Hundred Dollars (\$354,500) be appropriated to the fiscal year 2016 Community Preservation Budget Reserve account.

Summary of Motion 2 (FY’15):

To rescind \$50,000 of the appropriation approved under Article 19, Motion 2, of the April 28, 2014 Annual Town Meeting to the Carlisle Affordable Housing Trust (“CAHT”), and returning the rescinded funds to the Community Housing Reserve Fund in fiscal 2015.

Summary of Motion 3 (FY’15):

To rescind the appropriation of \$25,000 under Article 24, Motion 6 of the May 5, 2011 Annual Town Meeting, as it relates to the appropriation to the Carlisle Recreation Commission for the design of an athletic field on Benfield land, approved under Article 20, Motion 9 of the May 23, 2005 Annual Town Meeting.

Summary of Motion 4 (FY’15):

To amend Article 21, Motion 4 of the May 10, 2010 Annual Town Meeting, to change the expiration date from June 30, 2015 to June 30, 2018, pertaining to expenditures for the creation and preservation of open space and land for recreation use through planning and construction of new boardwalks, bridges, kiosk and signs constructed by the Carlisle Trails Committee on public lands in Carlisle.

Summary of Motion 5 (FY’15):

Appropriate \$52,000 from the Historic Reserve Fund to the Carlisle Public Library, for the preservation and conservation of historic artifacts. Any appropriation not expended by June 30, 2017 shall be returned to the Historic Reserve Fund.

Summary of Motion 6 (FY’16):

Appropriate \$400,000 (\$100,000 from the Open Space Reserve Fund and \$300,000 from the Undesignated Fund Balance) in FY’16 to CC at Play for the development of recreational facilities at the Concord-Carlisle Regional High School. Any appropriation not expended by June 30, 2018 shall be returned to the CPA Undesignated Fund.

Summary of Motion 7 (FY’16):

Appropriate \$50,000 from the Community Housing Reserve Fund in FY’16 to the Carlisle Affordable Housing Trust (“CAHT”) to provide community education and to support planning efforts related to a proactive response to Chapter 40B, to support the development of Community Housing by identifying, analyzing, and possibly securing options to purchase property or properties for possible future acquisition by the Town of Carlisle, and by providing support to developers of Community Housing projects deemed to be consistent with local needs. Any appropriation not expended by June 30, 2018 shall be returned to the Community Housing Reserve Fund.

Summary of Motion 8 (FY’16):

Appropriate \$6,000 from the Historic Reserve Fund to the Carlisle Town Clerk for the preservation of historic records. Any appropriation not expended by June 30, 2016 shall be returned to the Historic Reserve Fund.

Beginning in FY15, the Community Preservation Committee began to require the execution of grant agreements with all recipients of CPA funding. The proposed appropriations listed above in Motions 5,6,7, and 8 will be subject to grant agreements. Summaries of those grant agreements can be found on pages XX - XX immediately following the Annual Town Meeting warrant. The complete text of the grant agreements can be found on the Town Meeting page of the Town’s website at:

http://www.carlislema.gov/Pages/CarlisleMA_Townmeetings/index.

Finance Committee Recommendation: The Finance Committee takes no position on Article 14.

ARTICLE 15 – Capital Equipment: To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute a sum of money

for various capital purposes, or provide by any combination of these methods, or take any other action related thereto. (LONG TERM CAPITAL REQUIREMENTS/BOARD OF SELECTMEN)

Long Term Capital Requirements
FY'16

| | | Amount | Appropriation Expires |
|------------------------|------------------------------------|---------|-----------------------|
| Carlisle Public School | Technology Replacement | 80,000 | June 30, 2018 |
| Carlisle Public School | Annual Maintenance | 25,000 | June 30, 2018 |
| Carlisle Public School | Auditorium Seat Refurbishment | 20,000 | June 30, 2018 |
| Police | Cruiser Replacement (2) | 82,000 | June 30, 2018 |
| Police | Roofing Repair/Replacement | 24,630 | June 30, 2018 |
| Police | Computer & Technology Replacement | 4,000 | June 30, 2018 |
| Fire | Miscellaneous Maintenance Projects | 5,000 | June 30, 2018 |
| Fire | Computer replacement | 2,500 | June 30, 2018 |
| Fire | Vehicle Replacement | 38,000 | June 30, 2018 |
| DPW | Snow Plow Equipment for New Truck | 20,000 | June 30, 2018 |
| Library | Misc. Maintenance Projects | 5,000 | June 30, 2018 |
| Library | Computer & Technology Replacement | 4,000 | June 30, 2018 |
| Library | HVAC Repairs | 60,000 | June 30, 2018 |
| Town Hall | Technology Upgrades | 5,000 | June 30, 2018 |
| Town Hall | Major Repairs/Replacement | 10,000 | June 30, 2018 |
| Recreation | Tennis Court Renovations | 16,000 | June 30, 2018 |
| | TOTAL | 401,130 | |

(BOARD OF SELECTMEN/LONG TERM CAPITAL REQUIREMENTS
COMMITTEE)

Combined Finance Committee and Long Term Capital Requirements Committee Recommendations: Both Committees recommend approval of the preceding amounts for the items described under Article 15 for \$401,130, with \$101,130 to be raised from taxation or other available funds of the town, \$300,000 to be transferred from Free Cash, and further that after June 30, 2018, any residual unexpended portion of any list appropriation shall be returned to the General Fund.

ARTICLE 16 - Capital Funding for Technology: To see if the Town will vote to transfer from undesignated fund balance the sum of \$20,000 for the purpose of funding for

technology capital projects, or to take any other action related thereto. (BOARD OF SELECTMEN)

Finance Committee Recommendation: The Finance Committee recommends approval of Article 16 and that the source of the \$20,000 funding should be Free Cash.

ARTICLE 17 - New CCRSD School Buses: To see if the Town will vote to approve \$400,000, or any other sum of debt authorized by the Concord-Carlisle Regional School Committee for school bus replacement, or take any other action related thereto. (BOARD OF SELECTMEN)

Finance Committee Recommendation: The Finance Committee recommends approval of Article 17.

ARTICLE 18 – Borrowing Authorization – Fire Department Tanker Truck (DEBT EXCLUSION): To see if the Town will vote to raise and appropriate, transfer from available funds or borrow, pursuant to any applicable statute, \$650,000 to provide funding, to be expended by the Board of Selectmen, to purchase a new tanker truck for the Carlisle Fire Department, provided that such amount shall be contingent upon successful passage of a debt exclusion referendum pertaining thereto on a Town Ballot, or take any other action related thereto. (BOARD OF SELECTMEN/LONG TERM CAPITAL REQUIREMENTS COMMITTEE)

Finance Committee Recommendation: The Finance Committee recommends approval of Article 18.

ARTICLE 19 - PEG ACCESS AND CABLE-TELEVISION RELATED FUND: To see if the Town will vote to accept the provisions of M.G.L. c. 44, § 53F^{3/4} and to authorize the Town Accountant to create a separate account on the Town's books to be known as the PEG Access and Cable-Related Fund into which shall be credited funds received in connection with the cable television franchise agreement between the Town and Comcast Corporation (Comcast), or any other cable provider, said funds to be used only for cable-related purposes consistent with the franchise agreement; and further, to appropriate the sum, or any other sum estimated to be received from Comcast during the fiscal year commencing July 1, 2015 (FY16); and further to appropriate and transfer from the current Comcast account any amounts received from Comcast in FY15 and not previously expended for PEG Access prior to the establishment of the PEG Access and Cable-Related Fund and to appropriate as a current year appropriation said amount from the Fund, to be expended under the direction of the Board of Selectmen for such PEG access services; and further to authorize the Board of Selectmen to enter into a long-term contract of up to ten years or such lesser term as the Board of Selectmen shall determine to be in the best interest of the Town for the provision of PEG community access television services; or take any other action related thereto. (BOARD OF SELECTMEN)

Finance Committee Recommendation: The Finance Committee recommends approval of Article 19.

ARTICLE 20 - CARLISLE NONZONING WETLAND BYLAW

To see if the Town will vote to amend the Wetlands Bylaw of the Town of Carlisle as follows:

Amend Section 1.5, Section 7.1, and Section 11.1 by striking “May 2008” as it appears throughout, and replacing same with “October 24, 2014”;

Amend Section 2.5 by adding the words “Certificate of Mailing” after “(return receipt requested), so that Section 2.5 read as follows:

Any person filing a Notice or a Request with the Commission shall give at the same time written notification thereof, by certified mail (return receipt requested), Certificate of Mailing, or hand delivery to the owner and all abutters at their mailing addresses shown on the most recent certified Abutters List.

Amend Section 11.1.1 by deleting the words “of four (4) or more months during which the average rainfall for each month is fifty (50) percent or less of the ten (10) year average for that same month” and substituting the following therefor: “during which the Massachusetts Drought Management Task Force declares a Drought Watch for Northeast Massachusetts” so that Section 11.1.1 reads as follows:

Pond (inland) shall be defined as any open body of fresh water, either naturally occurring or man-made, with a surface area observed or recorded within the last ten (10) years of at least ten thousand (10,000) square feet, and which is never without standing water due to natural causes, except during periods of extended drought. For purposes of this definition, extended drought shall mean any period during which the Massachusetts Drought Management Task Force declares a Drought Watch for Northeast Massachusetts. Basins or lagoons which are part of waste water treatment plans shall not be considered ponds, nor shall swimming pools or other impervious man-made retention basins.

or take any action related thereto.

(CONSERVATION COMMISSION)

And in the name of the Commonwealth of Massachusetts you are hereby further required to notify and warn the inhabitants of the Town of Carlisle, qualified as aforesaid, to go to the Town Hall Building at 66 Westford Street in said Carlisle on Tuesday, the 5th day of May, 2015 between the hours of seven o'clock forenoon and eight o'clock in the afternoon and there to vote on the following:

BALLOT QUESTIONS

TOWN ELECTION – MAY 5, 2015

7:00 A.M. TO 8:00 P.M.

ELECTION OF OFFICERS – To see if the Town will vote on the election of the following Town Officers:

| | |
|--------------------|-------------------------------|
| Moderator | one for a term of one year |
| Selectmen | two for a term of three years |
| Board of Assessors | one for a term of three years |
| Board of Health | two for a term of three years |
| Housing Authority | two for a term of five years |
| Library Trustees | one for a term of three years |
| Planning Board | two for a term of three years |
| School Committee | one for a term of three years |

DEBT EXCLUSION QUESTION

M.G.L. c. 59, § 21C(k)

Question 1: Shall the Town of Carlisle be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the Town of Carlisle's apportioned share of a bond to be issued by the Concord-Carlisle Regional School District to purchase new school busses for the District?

YES_____ NO_____

Question 2: Shall the Town of Carlisle be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond to be issued to fund the purchase of new pumper truck for the Fire Department?

YES_____ NO_____

NON-BINDING BALLOT QUESTION

BOW HUNTING ON TOWN-OWNED LANDS

Question 3: Shall the Town of Carlisle request the Selectmen to place an article on the next Town Meeting warrant to regulate bow hunting on Town-owned lands as an approach to deer management?

YES_____ NO_____

And you are directed to serve this warrant by posting a true and attested copy thereof at the Town Hall and at the Post Office in said Town of Carlisle at least seven days prior to the time of holding said meeting.

THEREOF FAIL NOT, and make return of this warrant, with your doings thereon, to the Town Clerk, at the time and place of holding the meeting aforesaid.

Given under our hands this 24th day of March in the Year of Our Lord 2015.

BOARD OF SELECTMEN

John Gorecki, Chairman

Douglas A.G. Stevenson

Peter Scavongelli

Vanessa Hunnibell Moroney

Nathan C. Brown

A True Copy Attest:

_____, Constable

Middlesex, ss.

PURSUANT TO THE WITHIN WARRANT, I have notified and warned the inhabitants of the Town of Carlisle by posting up attested copies of the same at the United States Post Office and on the Town Bulletin Board in said town at least seven (7) days before the date of the meeting, as within directed.

Constable of Carlisle

Date Posted: _____

MINUTES

Annual Town Meeting, April 27, 2015

The annual Town Meeting was convened April 27, 2015, at the Corey Building. A quorum of 150 voters was reached, and the meeting called to order by Moderator Wayne Davis at 7:13 PM. There were 223 voters present. There being no further business to come before the meeting, the Annual Town Meeting was adjourned at 9:37 PM.

Before the business of the meeting began the Moderator explained how the meeting would be conducted, noted the location of the Fire Exits and announced that if needed, due to an emergency or time the meeting would reconvene tomorrow, April 28, 2015. He also explained how the Consent Agenda would work.

Tim Hult, the Chairman of the Board of Selectmen, thanked the many volunteers on Town Boards and Committees for their generous contributions of time and effort in their service to the town during the past year. He also thanked the Town employees who have departed.

ARTICLE 1 – Consent Agenda: On Motion of Douglas A.G, Stevenson it was voted by a declared majority vote that Articles 2 through 8, be considered in one motion, and that the motions for Articles 2 through 8 be hereby adopted as printed in the Motions Handout at Town Meeting, as indicated by a double asterisk (**), and recommended by the Finance Committee.

At the call of the Consent Agenda, the Moderator will call out the numbers of the Articles, one by one. If one or more voters object to any particular Article being included in the Consent Agenda, please say the word “Hold” in a loud voice when the number is called. The Article will then be automatically removed from the Consent Agenda and restored to its original place in the Warrant, to be debated and voted upon in the usual manner. After the calling of the individual items in the Consent Agenda, the Moderator will entertain a SINGLE MOTION that all items remaining on the Consent Agenda be acted upon favorably by the voters.

ARTICLE 2: - TOWN REPORTS**: At the call of the Consent Agenda, it was voted by a declared majority vote to accept the reports of Town Officers, Boards, Committees, Commissioners, and Trustees as published in the permanent records of the Town, it being understood that such acceptance does not constitute a ratification of the contents of those reports.

ARTICLE 3: - SALARIES OF ELECTED OFFICIALS**: At the call of the Consent Agenda, it was voted by a declared majority vote to fix the salaries of the elected officers of the town as provided by Chapter 41, Section 108 of the General Laws as amended, for the Fiscal Year 2016, beginning July 1, 2015, as follows:

| | <u>Voted FY'14</u> | <u>Voted FY'15</u> | <u>Recommended FY'16</u> |
|----------------------|--------------------|--------------------|--------------------------|
| Moderator | \$50 | \$50 | \$50 |
| Town Clerk | \$57,063 | \$58,204 | \$59,543 |
| Assessors - Chairman | \$100 | \$100 | \$100 |
| Second Member | \$100 | \$100 | \$100 |
| Third Member | \$100 | \$100 | \$100 |

ARTICLE 4 – Actuarial Valuation of Post-Employment Benefits**: At the call of the Consent Agenda, it was voted by a declared majority vote to raise and appropriate Four Thousand Dollars (\$4,000) from the FY 2016 tax levy and other general revenues of the Town to be spent by the Board of Selectmen for the purpose of professional services in connection with GASB 45 actuarial valuation of post-employment benefits obligations for the Town.

ARTICLE 5 – Revaluation **: At the call of the Consent Agenda, it was voted by a declared majority vote to raise and appropriate Five Thousand Dollars (\$5,000) from the FY 2016 tax levy and other general revenues of the Town to be spent by the Board of Assessors for the purpose of professional services in connection with the property revaluation process.

ARTICLE 6 - Department Revolving Funds Authorization **: At the call of the Consent Agenda , it was voted by a declared majority vote that the revolving funds for School Buses, Board of Health Inspections, Hazardous Wastes, Trails Committee, Conservation Foss Farm, Conservation Building Maintenance, Historical Commission, Youth Commission, Building Department, and Council on Aging be authorized or reauthorized, as the case may be, for FY 2016 pursuant to Chapter 44, Section 53 E1/2 with the revenue source, authority to spend, use of fund, and spending limit as designated below with the understanding that such Revolving Funds be credited with the balance remaining in such Revolving Fund at the end of FY 2015 as follows:

| Revenue Funds | Revenue Source | Authority to Spend | Use of Fund | Spending Limit |
|-----------------------------|-------------------------------|--------------------|--|----------------|
| School Buses | User Fees Collected by School | School Committee | To provide transportation for 7 th and 8 th grade students | \$60,000 |
| Board of Health Inspections | Board of Health Fees | Board of Health | Specific expert engineering and consulting services to review septic and well installations and repairs, sanitary inspections and other appropriate reimbursable expenses. | \$50,000 |

| | | | | |
|-----------------------------------|--|-------------------------|--|-----------|
| | | | | |
| Hazardous Wastes | Transfer Station User Fees & Grants Received | Board of Selectmen | Transfer Station recycling expenses and household hazardous waste collection /disposal | \$40,000 |
| Trails Committee | Sale of Trails in Carlisle Book | Board of Selectmen | Building, maintaining and enhancing recreation trails. | \$10,000 |
| Conservation Foss Farm | User Fees | Conservation Commission | Activities and maintenance associated with Foss Farm. | \$2,500 |
| Conservation Building Maintenance | Fees and/or Rent | Conservation Commission | Maintenance and repairs associated with the Buildings located on Conservation Lands | \$30,000 |
| Historical Commission | Fees | Historical Commission | Reasonable expenses related to filings/applications. | \$3,000 |
| Youth Commission | Event Admission Fees | Board of Selectmen | To provide for dances and other events sponsored by the Youth Commission. | \$10,000 |
| Building Department | User Fees | Board of Selectmen | To cover inspectional services and administrative expenses. | \$100,000 |
| Council on Aging | User Fees | Council on Aging | To provide for expenses for activities, programs and events sponsored by the Council on Aging. | \$25,000 |

ARTICLE 7 – Real Estate Tax Exemption **: At the call of the Consent Agenda , it was voted by a declared majority vote to accept the provisions of M.G.L. Chapter 59, Section 5 (clause 41C) to provide an additional real estate tax exemption of up to one hundred (100%) percent.

ARTICLE 8 - FY 2016 Chapter 90 Authorization **: At the call of the Consent Agenda it was voted by a declared two thirds majority vote that the Treasurer of the Town, with the approval of the Selectmen, be authorized to borrow Two Hundred Fifty-Eight Thousand Four Hundred Twenty-Four Dollars (\$258,424) to be expended by the Board of Selectmen for the reconstruction and improvement of public ways in the town as provided for pursuant to the provisions of Section 34(2) (a) of Chapter 90 of the General Laws, such borrowing to be in anticipation of, and conditioned upon, reimbursement by the Commonwealth pursuant to said Chapter 90.

ARTICLE 9 – Fiscal Year 2015 Budget Transfers: On Motion of Peter Scavongelli it was voted by declared majority vote that the sum of \$34,000 be transferred from the FY 2015 appropriation for Group Insurance and reallocated to a continuing appropriation for a Telecommunications Study/Analysis to be spent under the direction of the Board of Selectmen, and that any unspent balance as of June 30, 2016 be returned to the General Fund.

ARTICLE 10 – FY16 Operating Budget: On motion of Michael Bishop it was voted by a declared two thirds majority that a total of Twenty-Seven Million Five Hundred Twenty-Three Thousand Five Hundred Eighty-Five Dollars (\$27,523,585) be raised and appropriated for FY 2016, and to meet this appropriation that Five Hundred Forty Thousand Dollars (\$540,000) be transferred from Free Cash, that Fifty-Three Thousand Dollars (\$53,000) be transferred from the Ambulance Fund, that Fourteen Thousand Nine Hundred Forty-Five Dollars (\$14,945) be transferred from the Stabilization Fund, that Thirty-Nine Thousand Eight Hundred Forty-Eight Dollars (\$39,848) be transferred from the Reserve for Bond Premiums account and that the balance be raised from the FY2016 tax levy and other general revenues of the Town, as set forth in column entitled “Article 10” of the chart accompanying this motion.

Article 10

| | <u>FY 2015 Budget</u> | <u>FY 2016 Levy Limit Budget</u> |
|-------------------------------------|---------------------------|--|
| General Government | 1,149,181 | 1,191,855 |
| Protection of Persons & Property | 2,283,187 | 2,380,577 |
| | <u>Budget</u> | <u>Budget</u> |
| General Government | 1,149,181 | 1,191,855 |
| Protection of Persons & Property | 2,283,187 | 2,380,577 |
| Board of Health | 88,822 | 91,085 |
| Public Works | 1,110,880 | 1,130,719 |
| Public Assistance | 204,026 | 219,791 |
| Education | 16,859,206 | 17,826,518 |
| Library | 574,053 | 594,064 |
| Recreation | 147,282 | 149,990 |
| Insurance & Benefits | 1,505,000 | 1,480,000 |
| Unclassified | 152,000 | 152,000 |
| County Retirement | 726,609 | 771,117 |
| Long Term Debt | 1,516,884 | 1,535,869 |

| | | |
|-------|-------------------|-------------------|
| Total | <u>26,317,130</u> | <u>27,523,585</u> |
|-------|-------------------|-------------------|

General Government

| | FY 2015 | FY 2016 |
|-----------------------------|------------------|----------------------|
| | Budget | Levy Limit Budget |
| General Government | | |
| General Expense & Town Hall | 726,246 | 755,426 |
| Citizen Recognition | 275 | 275 |
| Treasurer/Collector | 144,677 | 151,547 |
| Town Clerk | 70,469 | 72,070 |
| Registrars & Elections | 13,723 | 13,988 |
| Assessors | 107,405 | 109,789 |
| Planning Board | 86,386 | 88,760 |
| sub-total | <u>1,149,181</u> | <u>1,191,855</u> |

Protection of Persons and Property

| | FY 2015 | FY 2016 |
|----------------------------------|------------------|----------------------|
| | Budget | Levy Limit Budget |
| Protection of Persons & Property | | |
| Police | 1,368,980 | 1,422,264 |
| Fire | 427,072 | 457,346 |
| Communications | 324,487 | 332,046 |
| Conservation | 94,215 | 100,260 |
| Dog & Animal Control | 10,325 | 10,782 |
| Inspectional Services | 34,108 | 33,879 |
| Street Lighting | 24,000 | 24,000 |
| Sub-total | <u>2,283,187</u> | <u>2,380,577</u> |

Board of Health

| | FY 2015 | FY 2016 |
|--|---------|----------------------|
| | Budget | Levy Limit Budget |

Board of Health

88,822

91,085

Public Works

| | FY 2015 Budget | FY 2016 Levy Limit Budget |
|-------------------|-------------------|---------------------------------|
| Public Works | | |
| DPW (incl. trees) | 696,413 | 714,742 |
| Snow & Ice | 65,440 | 65,558 |
| Transfer Station | 260,611 | 262,003 |
| Road Maintenance | 88,416 | 88,416 |
| sub-total | 1,110,880 | 1,130,719 |

Public Assistance

| | FY 2015 Budget | FY 2016 Levy Limit Budget |
|------------------------------|-------------------|---------------------------------|
| Public Assistance | | |
| Youth Commission | 2,806 | 2,872 |
| Council on Aging | 174,620 | 180,319 |
| Senior Tax Voucher Program | 25,000 | 25,000 |
| Veteran's Agent and Benefits | 1,600 | 11,600 |
| sub-total | 204,026 | 219,791 |

Education

| | FY 2015 Budget | FY 2016 Levy Limit Budget |
|-------------------------------|-------------------|---------------------------------|
| Education | | |
| Carlisle Public Schools | 10,012,736 | 10,441,674 |
| CCRSD | 5,834,916 | 5,905,074 |
| CCRSD debt service | 684,033 | 1,253,485 |
| MMRHS, including debt service | 327,521 | 226,285 |
| sub-total | 16,859,206 | 17,826,518 |

Library

| | | |
|---------|---------|------------|
| | | |
| | | FY 2016 |
| | FY 2015 | Levy Limit |
| | Budget | Budget |
| Library | 574,053 | 594,064 |

Recreation

| | | |
|------------|---------|------------|
| | | |
| | | FY 2016 |
| | FY 2015 | Levy Limit |
| | Budget | Budget |
| Recreation | 147,282 | 149,990 |

Insurance & Benefits

| | | |
|--------------------------------|-----------|------------|
| | | |
| | | FY 2016 |
| | FY 2015 | Levy Limit |
| | Budget | Budget |
| Insurance & Benefits | | |
| Blanket Insurance | 205,000 | 205,000 |
| Group Insurance and Mitigation | 1,000,000 | 1,000,000 |
| Contribution to OPEB Trust | 250,000 | 225,000 |
| Unemployment Insurance | 50,000 | 50,000 |
| sub-total | 1,505,000 | 1,480,000 |

Unclassified

| | | |
|-------------------------|---------|------------|
| | | |
| | | FY 2016 |
| | FY 2015 | Levy Limit |
| | Budget | Budget |
| Unclassified | | |
| Interest, fees, & costs | 1,000 | 1,000 |
| Public Celebrations | 1,000 | 1,000 |
| Reserve Fund Balance | 150,000 | 150,000 |
| sub-total | 152,000 | 152,000 |

County Retirement

| | | |
|-------------------|---------|------------|
| | | FY 2016 |
| | FY 2015 | Levy Limit |
| | Budget | Budget |
| County Retirement | 726,609 | 771,117 |

Long Term Debt Service

| | | |
|----------------|-----------|------------|
| | | FY 2016 |
| | FY 2015 | Levy Limit |
| | Budget | Budget |
| Long Term Debt | 1,516,884 | 1,535,869 |

ARTICLE 11 – Additional Appropriations: On motion of Peter Scavongelli it was voted by a declared majority vote that Fifteen Thousand Four Hundred Dollars (\$15,400) be raised and appropriated from the FY 2016 tax levy and other general revenues of the Town and Thirty Thousand Dollars (\$30,000) be transferred from Free Cash, for a total of Forty-Five Thousand Four Hundred Dollars (\$45,400) appropriated, to be expended by the Board of Selectmen for the purpose of retaining consultants to provide professional services to the following departments:

| <u>Department</u> | <u>Amount</u> | <u>Purpose</u> |
|-------------------|---------------|----------------------------|
| Council on Aging | \$6,500 | Social Worker |
| Assessors | \$5,000 | Updates to GIS Maps |
| Conservation | \$3,900 | Greenough Dam Design |
| Selectmen | \$10,000 | Fire Department Study |
| Selectmen | \$20,000 | Facilities Condition Study |

ARTICLE 12 – Approve/Fund Collective Bargaining Agreements:

THIS ARTICLE WAS NOT MOVED

ARTICLE 13 – Wage and Classification Study Adjustments: On motion of Nathan Brown, it was voted by a declared majority that the Town to raise and appropriate the sum of Twenty Thousand Dollars (\$20,000) for the purpose of funding wage/salary adjustments for Town non-union personnel.

ARTICLE 14 – CPA Annual Recommendations: On motion of Luke Ascolillo it was voted by a declared majority that the Community Preservation Committee recommendations for transfers and expenditures for Fiscal Years 2015 and 2016 be approved as follows:

Motion 1: That the following amounts be appropriated from the Fiscal Year 2016 Community Preservation Fund estimated revenues to the Community Preservation Fund accounts as follows:

Fifty One Thousand Dollars (\$51,000) be appropriated to the Open Space Reserve Fund.

Fifty One Thousand Dollars (\$51,000) be appropriated to the Community Housing Reserve Fund.

Fifty One Thousand Dollars (\$51,000) be appropriated to the Historic Reserve Fund.

Two Thousand Five Hundred Dollars (\$2,500) be appropriated for Administrative Expenses.

Three Hundred Fifty Four Thousand Five Hundred Dollars (\$354,500) be appropriated to the fiscal year 2016 Community Preservation Budget Reserve account.

Motion 2 (FY'15): That the Town amend its vote taken on Article 19, Motion 2 of the 2014 Annual Town Meeting by rescinding Fifty Thousand Dollars (\$50,000) of the appropriation for housing under said Article 19, Motion 2 and returning the Fifty Thousand Dollars (\$50,000) to the Community Housing Reserve Fund balance.

Motion 3 (FY'15): That the Town amend its vote taken on Article 20, Motion 9 of the 2005 Annual Town Meeting as amended by Article 24, Motion 6 of the 2011 Annual Town Meeting by rescinding Twenty-Five Thousand Dollars (\$25,000) of the appropriation to the Carlisle Recreation Commission under said Article 20, Motion 9 as amended by said Article 24, Motion 6 and returning the Twenty-Five Thousand Dollars (\$25,000) to the Community Preservation Undesignated Fund balance.

Motion 4 (FY'15): That the Town amend its vote taken on Article 21, Motion 4 of the 2010 Annual Town Meeting by changing the appropriation to the Carlisle Trails Committee expiration date from June 30, 2015 to June 30, 2018.

Motion 5 (FY'15): That Fifty-Two Thousand Dollars (\$52,000) be appropriated from the Historic Reserve Fund for the preservation and conservation of historic artifacts and that such sums may be expended by the Gleason Public Library Board of Trustees pursuant to the terms of the Town of Carlisle Community Preservation Grant Agreement #2015-3, and further that any portion of such sums not expended by June 30, 2017 shall be returned to the Historic Reserve Fund.

Motion 6 (FY'16): That One Hundred Thousand Dollars (\$100,000) be appropriated from the Open Space Reserve Fund and Three Hundred Thousand Dollars (\$300,000) be appropriated from the CPA Undesignated Fund for a total of Four Hundred Thousand Dollars (\$400,000) appropriated for the development of recreational facilities at the Concord-Carlisle Regional High School, and that such sums may be expended by Concord Carlisle at Play, Inc. pursuant to the terms of the Town of Carlisle Community Preservation

Grant Agreement #2015-2, and further that any portion of such sums not expended by June 30, 2018 shall be returned to the CPA Undesignated Fund.

Motion 7 (FY'15): That Fifty Thousand Dollars (\$50,000) be appropriated from the Community Housing Reserve Fund in FY'15 to the Carlisle Affordable Housing Trust ("CAHT") to provide community education and to support planning efforts related to a proactive response to Chapter 40B, to support the development of Community Housing by identifying, analyzing, and possibly securing options to purchase property or properties for possible future acquisition by the Town of Carlisle, and by providing support to developers of Community Housing projects deemed to be consistent with local needs, pursuant to the terms of the Town of Carlisle Community Preservation Grant Agreement #2015-1, and further that any portion of such sums not expended by June 30, 2018 shall be returned to the Community Housing Reserve Fund.

Motion 8 (FY'16):

NO MOTION.

ARTICLE 15 – Capital Equipment: On motion of David Guarino, it was voted by a declared majority that One Hundred One Thousand One Hundred Thirty Dollars (\$101,130) be raised and appropriated from the FY 2016 tax levy and other general revenues of the town and Three Hundred Thousand Dollars (\$300,000) be transferred from Free Cash, for a total of Four Hundred One Thousand One Hundred Thirty Dollars (\$401,130) appropriated, to be spent by the Board of Selectmen, except for the items for the Carlisle Public Schools which sums are to be spent by the Carlisle School Committee, for the following capital purposes, and further, that after June 30, 2018, any residual unexpended portion of any list appropriation shall be returned to the General Fund:

Long Term Capital Requirements
FY'16

| | | Amount | Appropriation Expires |
|---------|------------------------------------|--------|-----------------------|
| CPS | Technology Replacement | 80,000 | June 30, 2018 |
| CPS | Annual Maintenance | 25,000 | June 30, 2018 |
| CPS | Auditorium Seat Refurbishment | 20,000 | June 30, 2018 |
| Police | Cruiser Replacement (2) | 82,000 | June 30, 2018 |
| Police | Roofing Repair/Replacement | 24,630 | June 30, 2018 |
| Police | Computer & Technology Replacement | 4,000 | June 30, 2018 |
| Fire | Miscellaneous Maintenance Projects | 5,000 | June 30, 2018 |
| Fire | Computer replacement | 2,500 | June 30, 2018 |
| Fire | Vehicle Replacement | 38,000 | June 30, 2018 |
| DPW | Snow Plow Equipment for New Truck | 20,000 | June 30, 2018 |
| Library | Misc. Maintenance Projects | 5,000 | June 30, 2018 |
| Library | Computer & Technology Replacement | 4,000 | June 30, 2018 |
| Library | HVAC Repairs | 60,000 | June 30, 2018 |

| | | | |
|------------|---------------------------|---------|---------------|
| Town Hall | Technology Upgrades | 5,000 | June 30, 2018 |
| Town Hall | Major Repairs/Replacement | 10,000 | June 30, 2018 |
| Recreation | Tennis Court Renovations | 16,000 | June 30, 2018 |
| | TOTAL | 401,130 | |

ARTICLE 16 - Capital Funding for Technology: On motion of Nathan Brown, it was voted by a declared majority that the sum of Twenty Thousand Dollars (\$20,000) be transferred from Free Cash for the purpose of funding Town technology capital projects.

ARTICLE 17 - New CCRSD School Buses: On motion of Bill Fink it was voted by a declared two thirds majority that the Town approve the \$400,000 borrowing authorized by the Concord-Carlisle Regional School District Committee for the purpose of paying costs of school bus replacements and related equipment.

ARTICLE 18 – Borrowing Authorization – Fire Department Tanker Truck (DEBT EXCLUSION): On motion of Doug Stevenson it was voted by a declared two thirds majority that the Town vote to borrow the sum of Six Hundred Fifty Thousand Dollars (\$650,000), to be expended by the Board of Selectmen, to purchase a new tanker truck for the Carlisle Fire Department, provided, however, that such amount shall be contingent upon successful passage of a debt exclusion referendum pertaining thereto on a Town Ballot.

ARTICLE 19 - PEG ACCESS AND CABLE-TELEVISION RELATED FUND: On motion of Nathan Brown it was voted by a declared majority that the Town accept the provisions of M.G.L. c. 44, § 53F¾ and to authorize the Town Accountant to create a separate account on the Town's books to be known as the PEG Access and Cable-Related Fund into which shall be credited funds received in connection with the cable television franchise agreement between the Town and Comcast Corporation (Comcast), or any other cable provider, said funds to be used only for cable-related purposes consistent with the franchise agreement; and further, to appropriate the sum, or any other sum estimated to be received from Comcast during the fiscal year commencing July 1, 2015 (FY16); and further to appropriate and transfer from the current Comcast account any amounts received from Comcast in FY15 and not previously expended for PEG Access prior to the establishment of the PEG Access and Cable-Related Fund and to appropriate as a current year appropriation said amount from the Fund, to be expended under the direction of the Board of Selectmen for such PEG access services; and further to authorize the Board of Selectmen to enter into a long-term contract of up to ten years or such lesser term as the Board of Selectmen shall determine to be in the best interest of the Town for the provision of PEG community access television services; or take any other action related thereto. (BOARD OF SELECTMEN)

ARTICLE 20 - CARLISLE NONZONING WETLAND BYLAW: On motion of Vanessa Moroney it was voted by a declared majority that the Town amend the Wetlands Bylaw of the Town of Carlisle as follows:

Amend Section 1.5, Section 7.1, and Section 11.1 by striking “May 2008” as it appears throughout, and replacing same with “October 24, 2014”;

Amend Section 2.5 by adding the words “Certificate of Mailing” after “(return receipt requested), so that Section 2.5 read as follows:

Any person filing a Notice or a Request with the Commission shall give at the same time written notification thereof, by certified mail (return receipt requested), Certificate of Mailing, or hand delivery to the owner and all abutters at their mailing addresses shown on the most recent certified Abutters List.

Amend Section 11.1.1 by deleting the words “of four (4) or more months during which the average rainfall for each month is fifty (50) percent or less of the ten (10) year average for that same month” and substituting the following therefor: “during which the Massachusetts Drought Management Task Force declares a Drought Watch for Northeast Massachusetts” so that Section 11.1.1 reads as follows:

Pond (inland) shall be defined as any open body of fresh water, either naturally occurring or man-made, with a surface area observed or recorded within the last ten (10) years of at least ten thousand (10,000) square feet, and which is never without standing water due to natural causes, except during periods of extended drought. For purposes of this definition, extended drought shall mean any period during which the Massachusetts Drought Management Task Force declares a Drought Watch for Northeast Massachusetts. Basins or lagoons which are part of waste water treatment plans shall not be considered ponds, nor shall swimming pools or other impervious man-made retention basins.

ANNUAL TOWN ELECTION

MAY 5, 2015

The Annual Town Election was held in said Carlisle on May 5, 2015. The ballot box was opened, examined and locked and the keys were given to the Police Officer on duty.

The polls were declared open at 7:00 AM by the Election Warden, Kerri Piette, who also closed the polls at 8:00 PM. There were 449 ballots cast of which 17 were absentee ballots. After the ballots were counted and the vote recorded, the following results were announced:

Moderator – One for One Year

| | | |
|----------------|--------------------|-----|
| Wayne H. Davis | 739 Concord Street | 407 |
| Blank | | 42 |
| Total | | 449 |

Town Clerk – One for Three Years

| | | |
|--------------------|-----------------|-----|
| Charlene M. Hinton | 684 East Street | 398 |
| Blank | | 51 |
| Total | | 449 |

| | | |
|--|--------------------|-----|
| Board of Selectmen - Two for Three Years | | |
| Peter M. Scavongelli | 240 Hutchins Road | 367 |
| E. Lyn Lemaire | 864 West Street | 349 |
| Blank | | 182 |
| Total | | 898 |
| Board of Assessors – One for Three Years | | |
| Kenneth Mostello | 30 Kimball Road | 378 |
| Blank | | 71 |
| Total | | 449 |
| Board of Health – Two for Three Years | | |
| Donna Walker Margolies | 166 Indian Hill | 374 |
| Todd Thorsen | 301 Hanover Road | 366 |
| Blank | | 158 |
| Total | | 898 |
| Housing Authority – Two for Five Years | | |
| Steven C. Pearlman | 377 Baldwin Road | 375 |
| Blank | | 523 |
| Total | | 898 |
| Library TrusteeOne for Three Years | | |
| Andrew R. Beal | 580 East Street | 257 |
| Philip G. Drew | 101 Bedford Road | 161 |
| Blank | | 31 |
| Total | | 449 |
| Planning Board - Two for Three Years | | |
| Raymond G. Bahr | 70 Hickory Lane | 365 |
| Peter Henri Yelle | 484 Cross Street | 366 |
| Blank | | 167 |
| Total | | 898 |
| School Committee – One for Three Years | | |
| Melissa S. McMorrow | 301 Concord Street | 372 |
| Blank | | 77 |
| Total | | 449 |

DEBT EXCLUSION QUESTIONS
M.G.L. c. 59, § 21C(k)

Question 1: Shall the Town of Carlisle be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the Town of Carlisle's apportioned share of a bond to be issued by the Concord-Carlisle Regional School District to purchase new school busses for the District?

YES 301 NO 130 BLANK 18

Question 2: Shall the Town of Carlisle be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond to be issued to fund the purchase of new pumper truck for the Fire Department?

YES 336 NO 25 BLANK 18

NON-BINDING BALLOT QUESTION

Question 3: Shall the Town of Carlisle request the Selectmen to place an article on the next Town Meeting warrant to regulate bow hunting on Town-owned lands as an approach to deer management?

YES 350 NO 90 BLANK 9

SPECIAL TOWN ELECTION

October 27, 2015

The Special Town Election was held on October 27, 2015 at the Town Hall. The ballot box was examined and locked and the keys were given to the Police Officer on duty.

The polls were opened at 7 AM by the Warden, Cindy Nock, and were closed at 8:00 PM. A total of 115 ballots were cast. After the ballots were counted and the vote was recorded, the following results were announced at 8:48 PM:

Board of Selectmen – One for Three Years

| | | |
|------------------------|---------------------|------------|
| Claude Von Roesgen | 121 Page Brook Road | 109 |
| Douglas A.G. Stevenson | 271 Cross Street | 3 |
| Timothy F. Hult | 20 Audubon Lane | 1 |
| Blanks | | 2 |
| Total | | 115 |

BOARD OF SELECTMEN

The Carlisle Board of Selectmen is pleased to submit this summary of the status of the Town's affairs for the year ending December 31, 2015. Overall, we are pleased to report that the affairs of the Town are in good order and we find ourselves in a healthy and stable financial position. Carlisle continues to be a place of uncommon beauty and a wonderful place to live and raise a family. Our approach to the management of Carlisle's government affairs is guided by four core principles:

- 1.) The provision of excellent education for our citizens;
- 2.) The protection of our unique physical environment;
- 3.) The preservation of small town community values; and
- 4.) Fiscal responsibility.

In today's world it is paramount to address the balance of our citizens' desires to maintain and enhance the services they have come to expect with the reasonableness of what they are able to pay to fund these services. We see it as our responsibility to put before them budgets and proposals that reinforce the core values outlined above within a realistic financial framework. Ultimately, through the Town Meeting system, the citizens themselves make the decisions. Carlisle is fortunate to have an informed and involved citizenry who regularly make sound choices regarding town affairs.

Financial Status

Financially the town is in solid shape. For the Fiscal year ending June 30, 2015, the town received a clean audit report and a management letter outlining a modest number of non-critical issues to be addressed. Revenues from all sources for the year were approximately \$30.536 million and expenses were \$30.044 million. Certified free cash reserves were approximately \$2.390 million and the Stabilization Fund was approximately \$1.173 million. Total general fund unassigned fund balances as a percentage of total general fund revenues and other financing sources was approximately 14.6%, which is quite healthy. Our bond rating is Aa1 which is effectively the highest possible given the size of the town. One item of note is that the bond obligations are rising significantly given expenditures on the new facility at the High School. As of June 30, 2015 the town had approximately \$15.12 million in long term debt, not including the Town's debt service obligations for the Concord-Carlisle Regional School District school construction.

For this current year (FY16) which will end on June 30, 2016, Town Meeting in April approved a budget of \$28.189 million in revenues and expenses. Within this budget \$890,000 of free cash was used to mitigate what would have been a sharp rise in debt service expenses and to keep the tax increase reasonable. Actually, revenue projected to be generated from the property tax (including new growth) rose by 3.06%. We also currently have excess levy capacity of almost \$2.164 million which makes the prospect of any overrides in the next few years highly unlikely.

Highlights from 2015

- The High School Building project is proceeding on schedule and on budget. Students moved into the new building over April vacation in 2015 and the old building has been removed. The final phases of the project are expected to be completed in early 2016.
- A developer for a 9 bedroom DDS Housing project on the Goff property was selected and permitting for the project before the Conservation Commission, Board of Health, and Board of Selectmen was completed in 2015. It is expected that building will commence in spring of 2016 with an anticipated completion date of June 30, 2016, to provide an additional 9 units of affordable housing.
- Within the budget approved at Town Meeting we continued to implement a series of initiatives and personnel programs that will hopefully allow our on call Fire Department to continue to flourish. One study related to the communications facilities has been moving forward and the results of that study should be available shortly after the first of the year. A second study related to personnel and succession planning for the fire department leadership has also been commissioned and should be completed in spring of 2016. The goal of both studies is to maintain the call fire department which has served the town so well throughout the years.

One selectman, Peter Scavongelli, moved out of town after serving on the board of selectmen for 6 years. This resulted in a vacancy on the board of selectmen. To fill this vacancy, a special election was held in October. Claude von Roesgen was elected to serve the remainder of Mr. Scavongelli's term.

Current Selectmen Core Initiatives

The Selectmen annually participate in an internal planning process to develop Goals and Objectives that guide our activities. This year that process resulted in adoption of an Agenda rather than a set of goals and objectives. While the full Agenda is comprehensive and involves significant detail, the following core initiatives were developed for FY16

- Manage town's operational budget to a sustainable rate.
- Develop long term debt policy, long term operational and debt cost modeling, and tax incidence modeling.
- Carefully monitor final phase of CCHS Building project.
- Participate in Minuteman discussion regarding facilities project with regard to Carlisle's best interests.
- Work with fire department to determine the adequacy of existing on-call department and necessary modifications, if any.
- Develop plan to ensure safe access to water supply for fire suppression throughout town.
- Develop strategic plan for public safety communication infrastructure.
- Continue to support the Technology Committee and produce a long term technology plan for the town.
- Develop a plan for initiating a master planning process.

- Develop land acquisition strategy.
- Work with the Conservation Committee and Land Stewardship Committee to develop a recommendation for the regular and ongoing funding process for the maintenance of conservation and town land.
- Work with Recreation Commission for development of comprehensive recreation plan.

Significant Challenges

While the town's affairs are generally in good shape, there are a number of significant challenges that we face.

- The 40B Affordable Housing law could generate development activity that could fundamentally change the character of the town. Because we do not have 10% affordable housing or 1.5% of the total buildable land has not been used in connection with creation of affordable housing, developers can initiate projects that circumvent the 2 acre zoning. This potentially could negatively affect the water resources. During 2015, one such 40B comprehensive application was handled by the Zoning Board of Appeals for a proposed development on Long Ridge Road. Litigation relating to this development is currently pending.

- As do all towns and the state, Carlisle has substantial unfunded liabilities regarding benefits for retired employees, which currently is valued at approximately \$9 million. In 2014 we began the process of funding this liability by establishing a trust fund and depositing an initial \$250,000 into the trust fund. This process was continued in 2015. Maintaining the funding and staying within the plan to fund the trust fund to address this liability will take diligence.

- The Minuteman High School needs a new facility. During the course of planning to build and fund a new facility, Minuteman has proposed a revision to the District Agreement which was approved at Town Meeting in 2014. A revised version of that agreement will come before special town meeting in February of 2016. MSBA has agreed to contribute to building a new school, however due to expected operational and capital costs, and uncertainty about enrolment, Carlisle residents will also be asked to vote at the February special town meeting whether to leave the district, which would result in a need for Carlisle leadership to provide an alternative option for students to obtain access to quality technical education.

- The average age of Carlisle's population is rising rapidly. As a result there will be considerably more elderly residents in the years to come. It is wonderful that so many people desire to stay in town. Our COA does a fabulous job but we lack the space and physical resources for the services this population may require. Specifically, it is highly probable that we will need to seriously consider a Community/Senior Center in the near future.

Appreciation

The Selectmen would like to express our deep appreciation to our dedicated and talented Professional staff, Town Administrator Tim Goddard and Executive Assistant Margaret Arena. Their support is invaluable.

We would also like to express our admiration and appreciation to all of our dedicated town employees who do such a wonderful job providing the services for all of us. We are fortunate to have such a wonderful group of employees.

Finally, our town would not function without the involvement and expertise of so many town volunteers. The number of people who volunteer their time and effort to the town is truly extraordinary. It is their enthusiasm, energy and talent that allow us to plan and manage the programs that make our town so special.

Respectfully submitted

Vanessa Hunnibell Moroney, Chair
John Gorecki
Nathan Brown
Lyn Lemaire
Claude von Roesgen

TOWN COUNSEL

The role of Town Counsel is to provide information about what the law requires, to advise Town officials and boards concerning the law, to protect the legal interests of the Town in the conduct of its affairs, and to represent the Town in judicial and administrative proceedings. This involves the preparation of legal memoranda and the negotiation, drafting or review of protocols, memoranda of understanding or other types of agreements and contracts. In addition, Town Counsel answers questions on topics such as procurement, contracts, insurance, land use, environmental law, wetlands protection, municipal finance, construction law, employment, open meeting and public records requirements, and ethics.

The pending litigation involving the Town includes:

Alexander Parker et al. v. Town of Carlisle Planning Board et al., Massachusetts Land Court 14-MISC-488513 (HPS). In its decision dated November 10, 2014, the Planning Board approved a 16-unit Senior Residential Open Space Community on a 12-acre lot, with 22 acres of reserved open space, at 81 Russell Street. This case is the appeal filed by Alexander and Joan Parker, abutters to the proposed development.

Lifetime Green Homes, LLC v. Carlisle Zoning Board of Appeals, Housing Appeals Committee No. 2015-04 In its decision filed with the Town Clerk on August 12, 2015, the Zoning Board of Appeals conditionally approved the proposed 20-unit “40B” development at 100 Long Ridge Road. This case is the applicant’s appeal of the comprehensive permit pursuant to M.G.L. c.40B, §§20-23.

Michael G. Hanauer et al. v. Carlisle Zoning Board of Appeals, Massachusetts Land Court 15-MISC-000326 (GHP). In its decision filed with the Town Clerk on August 12, 2015, the Zoning Board of Appeals conditionally approved the proposed 20-unit “40B” development at 100 Long Ridge Road. This case is the appeal filed by abutters Michael G. Hanauer, David A. Ringheiser and Colin J. Higgins, Trustee of the Suffolk Land Realty Trust, pursuant to M.G.L. c.40A, §17.

We believe that each matter that comes before Town Counsel deserves careful thought, and we strive to provide the Town with specific, direct and responsive representation. Our efforts on behalf of the Town have benefited from the participation of numerous Town officials and private citizens. We thank the Board of Selectmen, the Town Administrator, and all other Town officials and citizens for their cooperation and assistance.

Respectfully submitted,

Thomas J. Harrington
Miyares and Harrington LLP
Town Counsel

TOWN ACCOUNTANT
FISCAL YEAR 2015

GENERAL FUND
TREASURER'S RECEIPTS

Taxes (net of refunds)

| | | |
|-------------------------------------|---------------|--------------|
| Personal Property/Real Estate | 23,808,215 | |
| Tax Title | 20,024 | |
| Motor Vehicle Excises | 903,488 | |
| Penalties & Interest - Property Tax | 30,449 | |
| Penalties & Interest - Excises | <u>10,599</u> | \$24,772,775 |

Fees

| | | |
|------------------|---------------|----------|
| Planning Board | 8,950 | |
| Town Clerk | 3,350 | |
| Dogs | 7,515 | |
| Conscom | 9,977 | |
| Board of Appeals | 24,700 | |
| Selectmen | 1,829 | |
| Board of Health | 974 | |
| Assessors | 1,740 | |
| Recreation | <u>35,391</u> | \$94,426 |

Other Charges

| | | |
|-------------------|--------------|----------|
| Recycle | 12,156 | |
| Lien Certificates | 3,950 | |
| Field Driver | 150 | |
| Other | <u>7,135</u> | \$23,391 |

Other Departments

| | | |
|-----------------------|--------------|----------|
| Police Reports | 170 | |
| Police Special Detail | 13,173 | |
| Medicaid AAC | <u>6,662</u> | \$20,005 |

Licenses & Permits

| | | |
|--------------------|------------|-----------|
| Building Permits | 82,023 | |
| Wiring Permits | 13,355 | |
| Fire Alarm Permits | 6,647 | |
| Plumbing Permits | 5,923 | |
| Septic Licenses | 5,750 | |
| Gas Permits | 3,868 | |
| Gun Permits | 988 | |
| Marriage Licenses | <u>600</u> | \$119,154 |

Revenues from the State

| | | |
|---------------------------------|--------------|-------------|
| Additional Assistance | 195,199 | |
| State Owned Land | 151,712 | |
| Chapter 70 | 859,890 | |
| Abatements to Elderly | 2,008 | |
| Abatements to Veterans | 2,838 | |
| Veterans Benefits Reimbursement | <u>1,206</u> | \$1,212,853 |

Revenues from Other Governments

| | | |
|---------------------------|---------------|----------|
| Court Fines/Other Fines | 8,005 | |
| Payments in Lieu of Taxes | <u>14,367</u> | \$22,372 |

Special Assessments

| | | |
|---------|-------|---------|
| Burials | 4,800 | \$4,800 |
|---------|-------|---------|

Library

| | | |
|--------------|-------|---------|
| Fines & Fees | 1,717 | \$1,717 |
|--------------|-------|---------|

Investments

| | | |
|----------------------|--------|----------|
| Treasurer's Interest | 12,765 | \$12,765 |
|----------------------|--------|----------|

Other Miscellaneous Revenue

| | | |
|---------------------------------------|--------|--------------|
| Sale of Surplus Technology | 7,927 | |
| Solar Renewable Energy Credits (SREC) | 811 | |
| Wheelabrator | 20,400 | |
| Sale of Sweeper | 11,400 | |
| Sale of Loader | 7,600 | |
| | | \$48,138 |
| Subtotal | | \$26,332,396 |

| | |
|-----------------|---------|
| Transfers (Net) | 187,949 |
|-----------------|---------|

| | |
|---------------------------|-----------|
| Cash Balance July 1, 2014 | 6,398,831 |
|---------------------------|-----------|

| | | |
|------------------------|-----------|-------------|
| Warrants Payable FY 15 | 1,067,662 | \$7,654,442 |
|------------------------|-----------|-------------|

| | |
|----------------|--------------|
| Total Receipts | \$33,986,838 |
|----------------|--------------|

TREASURER'S EXPENDITURES**GENERAL GOVERNMENT****Town Counsel**

| | | |
|-------|---------|-----------|
| Legal | 156,016 | \$156,016 |
|-------|---------|-----------|

Historical Commission

| | | |
|------------------|------------|---------|
| Wages, Part-Time | 3,703 | |
| Expenses | <u>487</u> | \$4,190 |

Board of Appeals

| | | |
|-------------------|---------------|----------|
| Wages, Part -Time | 14,845 | |
| Expenses | <u>41,785</u> | \$56,630 |

Finance Committee

| | | |
|----------|------------|-------|
| Expenses | <u>324</u> | \$324 |
|----------|------------|-------|

Moderator

| | | |
|--------|-----------|------|
| Salary | <u>50</u> | \$50 |
|--------|-----------|------|

Selectmen

| | | |
|----------------------|--------------|----------|
| Secretary | 49,110 | |
| Office Supplies | 961 | |
| Dues & Subscriptions | <u>2,463</u> | \$52,534 |

Copy Machine

| | | |
|------------|--------------|---------|
| Agreements | 4,292 | |
| Supplies | <u>2,568</u> | \$6,860 |

Town/FinCom Reports/Town Meeting

| | | |
|----------|--------------|---------|
| Printing | 3,447 | |
| Expenses | <u>1,822</u> | \$5,269 |

Flag & Clock Care

| | | |
|------------------|--------------|---------|
| Wages, Part-Time | <u>1,199</u> | \$1,199 |
|------------------|--------------|---------|

Printing & Postage

| | | | |
|------------------------------|---------------------|--------------|-----------|
| | Postage | 14,424 | |
| | Miscellaneous | 980 | |
| | Printing | <u>1,262</u> | \$16,666 |
| Town Administrator | | | |
| | Salary | 117,494 | |
| | Housing Coordinator | 53,458 | |
| | Training/Meetings | 3,007 | |
| | Expenses | 1,453 | |
| | Telephone | 300 | |
| | Other Supplies | 49 | |
| | Dues | 614 | |
| | Insurance Premiums | <u>1,000</u> | \$177,375 |
| Small Capital | | | |
| | Expenses | <u>6,528</u> | \$6,528 |
| Housing Authority | | | |
| | Expenses | <u>329</u> | \$329 |
| Town Accountant | | | |
| | Salary | 70,878 | |
| | Wages, Part-Time | 16,231 | |
| | Education | 1,402 | |
| | Office Supplies | 461 | |
| | Dues | <u>110</u> | \$89,082 |
| Professional Services | | | |

| | | | |
|-------------------------------------|----------------------------|---------------|-----------|
| | Audit | 30,000 | |
| | Revaluation | 1,500 | |
| | Prof Fees-GIS Maps Update | 3,974 | |
| | Telecom-Study/Analysis | <u>13,298</u> | \$48,772 |
| Wage Study | | | |
| | Wage Study Consultant | <u>4,583</u> | |
| | | | \$4,583 |
| Assessors | | | |
| | Appraiser/Administrator | 62,951 | |
| | Elected Officials | 300 | |
| | Wages, Full-Time | 34,937 | |
| | Computer-License & Support | 6,750 | |
| | Training & Meetings | 28 | |
| | Supplies | 1,645 | |
| | Mileage | 615 | |
| | Dues | <u>100</u> | \$107,326 |
| Town Treasurer/Tax Collector | | | |
| | Salary | 96,497 | |
| | Wages, Part-Time | 24,446 | |
| | Equipment Service | 1,593 | |
| | Payroll Expense | 8,021 | |
| | Process Tax Bills | 5,860 | |
| | Bond Expense | 1,790 | |
| | Office Supplies | 631 | |
| | Retention of Records | 1,607 | |
| | Moving & Storage | 3,952 | |

| | | | |
|-------------------------------------|-------------------------------|--------|-----------|
| | Dues | 100 | |
| | | | \$144,497 |
| Tax Title Foreclosures | | | |
| | Tax Title Foreclosures | 7,775 | |
| | | | \$7,775 |
| Town Clerk | | | |
| | Elected Official | 58,204 | |
| | Wages, Part-Time | 9,548 | |
| | Assistant Town Clerk Stipend | 1,200 | |
| | Training & Meetings | 972 | |
| | Office Supplies | 544 | |
| | | | \$70,468 |
| Elections & Registration | | | |
| | Clerk | 100 | |
| | Election Wages | 7,342 | |
| | Registrars | 75 | |
| | Street Lists/Computer | 858 | |
| | Election Worker Consideration | 436 | |
| | Election Supplies | 2,349 | |
| | | | \$11,160 |
| Conservation Commission | | | |
| | Wages, Part Time | 22,906 | |
| | Conscom Officer | 61,679 | |
| | Printing & Legal Notice | 750 | |
| | Education & Training | 325 | |
| | Dues | 668 | |
| | Office Supplies | | |

| | | | |
|---------------------------|------------------------------|--------|-----------|
| | | 246 | |
| | Repair & Maintenance | 454 | |
| | Mileage | 713 | |
| | | | \$87,741 |
| Planning Board | | | |
| | Wages, Part-Time | 23,336 | |
| | Planner | 61,879 | |
| | Legal Ads | 135 | |
| | Meeting & Site Visits | 282 | |
| | Dues & Subscriptions | 85 | |
| | Office Supplies | 388 | |
| | | | \$86,105 |
| Town Hall | | | |
| | Custodian/Maintenance | 44,307 | |
| | Electricity | 42,003 | |
| | Heat | 25,214 | |
| | Contracts | 43,085 | |
| | Water Cooler | 491 | |
| | Computer Maintenance | 26,784 | |
| | Telephone | 13,753 | |
| | Building Maintenance | 8,333 | |
| | Grounds | 51 | |
| | Supplies | 3,680 | |
| | Mileage | 408 | |
| | | | \$208,109 |
| Town Hall-Articles | | | |
| | Town Hall IT Upgrades TM0412 | 2,046 | |
| | Technology Upgrades TM0414 | 556 | |

| | | |
|---------------------------------|--|---------------------------|
| | | <u>\$2,602</u> |
| TOTAL GENERAL GOVERNMENT | | <u><u>\$1,352,190</u></u> |

EDUCATION

District Administration

| | | |
|---------------|---------------|----------|
| Administrator | <u>32,640</u> | \$32,640 |
|---------------|---------------|----------|

School Committee

| | | |
|---------------------|--------------|----------|
| Secretary | 3,404 | |
| Contracted Services | 4,720 | |
| Legal Expense | 37,439 | |
| Memberships | 18,653 | |
| Advertising | <u>1,931</u> | \$66,147 |

School Administration

| | | |
|--------------------------|--------------|-----------|
| Salaries | 256,448 | |
| Superintendent Insurance | 7,982 | |
| Postage | 2,843 | |
| Professional Development | 10,723 | |
| Office Supplies | 1,815 | |
| Memberships | 20,263 | |
| Travel | <u>3,173</u> | \$303,247 |

Business Office

| | | |
|-----------------|------------|----------|
| Administration | 93,999 | |
| Office Supplies | <u>743</u> | \$94,742 |

Regular Education

| | | |
|------------------------|--------|--|
| Salaries - Substitutes | 79,802 | |
|------------------------|--------|--|

| | | |
|-----------------------------------|---------------|-------------|
| Office Support | 218,863 | |
| Classroom Aides | 88,551 | |
| Technology Support | 143,100 | |
| Salaries - K-4 | 1,469,766 | |
| Salaries - M.S. (5-8) | 1,798,447 | |
| Salaries - Physical Education | 313,099 | |
| Salaries - Art | 198,904 | |
| Salaries - Music | 219,678 | |
| Salaries - Media/Technology | 135,579 | |
| Salaries - ELL | 45,729 | |
| Postage | 2,713 | |
| Summer Curriculum | 35,625 | |
| Professional Improvement | 9,090 | |
| Specialists | 153,109 | |
| Early Retirement | 71,724 | |
| Contracted Services-Home/Hospital | 7,583 | |
| General Supplies | 15,913 | |
| Physical Education Supplies | 3,825 | |
| Art Supplies | 2,872 | |
| Music Supplies | 8,955 | |
| ELL Supplies | 1,339 | |
| Professional Development | 25,065 | |
| Stipends | <u>65,011</u> | \$5,114,342 |
| Student Services/SPED | | |
| Administration | 120,574 | |
| Special Education Salaries | 1,396,599 | |

| | | | |
|---------------------------------|----------------------|---------|-------------|
| | Clerical | 52,200 | |
| | Aides | 301,659 | |
| | Contracted Services | 78,266 | |
| | Legal Expenses | 7,626 | |
| | Supplies | 17,956 | |
| | | <hr/> | \$1,974,880 |
| Texts, Regular Education | | | |
| | Texts, Supplies, K-4 | 3,770 | |
| | Language Arts | 16,455 | |
| | Math | 23,279 | |
| | Social Studies | 4,164 | |
| | Science | 14,419 | |
| | Foreign Language | 1,329 | |
| | Technology | 156,803 | |
| | | <hr/> | \$220,219 |
| School Library | | | |
| | Supplies | 6,947 | |
| | | <hr/> | \$6,947 |
| School Psychologist | | | |
| | Salary | 261,263 | |
| | Supplies | 2,149 | |
| | | <hr/> | \$263,412 |
| Health Services | | | |
| | Nurse Salary | 156,428 | |
| | Doctor's Stipend | 750 | |
| | Supplies | <hr/> | |

| | | | |
|-----------------------------------|-------------------------------|----------------|-----------|
| | | <u>3,093</u> | \$160,271 |
| Student Activities | | | |
| | Transportation | <u>325,957</u> | \$325,957 |
| SPED Transportation | | | |
| | Contracted Services | <u>108,557</u> | \$108,557 |
| Education Equipment | | | |
| | Education Equipment | <u>19,280</u> | \$19,280 |
| Student Activities | | | |
| | Supplies | <u>2,732</u> | \$2,732 |
| Custodial | | | |
| | Custodians | 427,849 | |
| | Office Supplies | 22,297 | |
| | Wastewater Treatment Facility | 61,206 | |
| | Waste Disposal | <u>6,186</u> | \$517,538 |
| Heating of Buildings | | | |
| | Gas Heat | <u>61,478</u> | \$61,478 |
| Utility Services | | | |
| | Electricity | 143,614 | |
| | Telephone | 10,084 | |
| | Water | <u>7,069</u> | \$160,767 |
| Maintenance of Grounds | | | |

| | | |
|--|-----------|---------------------|
| Grounds | 1,763 | \$1,763 |
| Maintenance of Buildings | | |
| Contracted Services | 142,132 | \$142,132 |
| Maintenance of Equipment | | |
| Contracted Services | 43,151 | \$43,151 |
| Tuition to Mass. Schools | | |
| Tuition | 389,100 | \$389,100 |
| School Articles | | |
| Technology Replacement TM0414 | 80,000 | |
| Annual Maintenance TM0414 | 24,254 | |
| Grant Building Air Conditioning TM0414 | 75,273 | \$179,527 |
| CCRHS | | |
| Assessment | 6,518,949 | \$6,518,949 |
| Minuteman Regional | | |
| Assessment | 327,521 | \$327,521 |
| TOTAL EDUCATION | | <u>\$17,035,299</u> |

PROTECTION OF PERSONS & PROPERTY

Police Department

| | | | |
|------------------------|----------------------------------|---------------|-------------|
| | Salaries & Wages | 1,155,007 | |
| | Radio Repair | 262 | |
| | Education | 7,342 | |
| | Cruiser Repair | 19,964 | |
| | Fuel/Mileage | 25,025 | |
| | Uniforms | 22,749 | |
| | Dues | 10,605 | |
| | Administration Expense | 5,069 | |
| | Equipment | <u>20,868</u> | |
| Police Articles | | | \$1,266,891 |
| | Paint Police Station TM0407 | 325 | |
| | Records Management TM0413 | 5,753 | |
| | Cruiser Replacement TM0413 | 597 | |
| | Cruiser Replacement TM0414 | 38,872 | |
| | Evidence/Records Storage TM0414 | 26,355 | |
| | Computer/Tech Replacement TM0414 | 4,000 | |
| | | | \$75,902 |
| Police Station | | | |
| | Electricity | 13,844 | |
| | Heat | 4,755 | |
| | Repair & Maintenance | 34,237 | |
| | Cleaning Supplies | <u>1,012</u> | |
| | | | \$53,848 |
| Fire Department | | | |
| | Salaries | 109,714 | |
| | Secretarial Wages | 6,701 | |
| | Fire Wages | 43,555 | |

| | | |
|----------------------------------|--------------|-----------|
| Fire Education & Training | 21,654 | |
| Maintenance Wages | 7,918 | |
| Inspections | 13,332 | |
| Electricity-Station | 6,341 | |
| Heat | 6,586 | |
| Radio Repair | 3,733 | |
| Telephone | 6,867 | |
| Building Repair/Maintenance | 9,684 | |
| Equipment Maintenance | 6,863 | |
| Water Cisterns Repair | 6,678 | |
| Water Cisterns Electricity | 2,072 | |
| Vehicles Repairs | 37,495 | |
| Gasoline | 5,157 | |
| Protective Clothing/Uniforms | 8,920 | |
| Dues/Membership | 3,179 | |
| Miscellaneous | 4,284 | |
| Fire Chief Expenses | 1,388 | |
| Additional Equipment | 9,147 | |
| Hose | 3,525 | |
| Municipal Fire Alarm Maintenance | <u>2,000</u> | \$326,793 |

Fire Department Articles

| | | |
|--|---------------|----------|
| Miscellaneous Building Projects TM0413 | 1,703 | |
| Thermal Imaging Camera TM0414 | 10,590 | |
| Chest Compression Device TM0414 | 13,972 | |
| Ambulance Cot TM0414 | <u>18,273</u> | \$44,538 |

Immunization

| | | | |
|--------------------------------|---------------------------------|--------|----------|
| | Medical Supplies | 48 | \$48 |
| Ambulance | | | |
| | Ambulance Wages | 36,918 | |
| | EMT-Stipends | 36,759 | |
| | EMT-Education & Training | 8,230 | |
| | Gas & Oil | 2,311 | |
| | Repair | 2,672 | |
| | Medical Supplies | 3,890 | |
| | Ambulance Billing Charge | 3,702 | \$94,482 |
| Building Inspector | | | |
| | Secretary | 22,799 | |
| | Education | 1,749 | |
| | Telephone | 664 | |
| | Office Supplies | 2,501 | |
| | Mileage | 5,614 | \$33,327 |
| Dog Officer | | | |
| | Wages - Part Time | 9,256 | |
| | Expenses | 892 | \$10,148 |
| Animal Control Officer | | | |
| | Field Driver, Wages - Part Time | 166 | \$166 |
| Communications Articles | | | |
| | Comm-Tower Improvement TM0511 | 720 | |
| | Comm-Tower Improvement TM0412 | 5,622 | \$6,342 |

Communication Department

| | | |
|------------------------------|---------------|-----------|
| Wages | 275,468 | |
| Service Contracts | 3,286 | |
| Teletype Maintenance | 1,026 | |
| Education | 2,683 | |
| Telephone | 3,687 | |
| Office Supplies | 1,416 | |
| Clothing | 1,954 | |
| Equipment/Maintenance/Repair | <u>23,481</u> | \$313,001 |

TOTAL PROTECTON OF PERSONS & PROPERTY\$2,225,486**DEPARTMENT OF PUBLIC WORKS****DPW Administration**

| | | |
|------------------|----------------|-----------|
| Salaries & Wages | <u>597,062</u> | \$597,062 |
|------------------|----------------|-----------|

Construction & Maintenance

| | | |
|------------------|---------------|----------|
| Lines | 1,408 | |
| Signs | 533 | |
| Road Maintenance | <u>80,042</u> | \$81,983 |

Snow & Ice Removal

| | | |
|--------------------|---------------|-----------|
| Vehicular Supplies | 12,854 | |
| Salt | 50,862 | |
| Sand | 31,560 | |
| Miscellaneous | <u>35,229</u> | \$130,505 |

Street Lighting

| | | |
|------------------|--------|----------|
| Service Contract | 17,607 | |
| | | \$17,607 |

Other Highway

| | | |
|-------------------------|--------|-----------|
| Electricity | 5,032 | |
| Heat | 9,260 | |
| Service Contracts-Trees | 1,805 | |
| Telephone | 398 | |
| Gasoline | 24,019 | |
| Maintenance/Supplies | 58,899 | |
| Uniforms | 4,487 | |
| | | \$103,900 |

Transfer Station

| | | |
|----------------------|---------|-----------|
| Wages, Part-Time | 60,809 | |
| Electricity | 1,208 | |
| Dumping | 143,158 | |
| Gasoline | 31,597 | |
| | | |
| Maintenance/Supplies | 24,792 | |
| | | \$261,564 |

TOTAL DPW\$1,192,621**HEALTH & SANITATION****Board of Health**

| | |
|------------------|--------|
| Clerical | 9,071 |
| Agent | 76,149 |
| Animal Inspector | 1,000 |
| Inspections | 203 |
| Nursing Care | |

| | | | |
|--------------------------------------|---------------------------|---------|-----------------|
| | | 434 | |
| | Flu Clinic | 579 | |
| | Training & Meetings | 60 | |
| | Office Supplies | 260 | |
| | Mileage | 296 | |
| | | | \$88,052 |
| TOTAL HEALTH & SANITATION | | | \$88,052 |
| <u>PUBLIC ASSISTANCE</u> | | | |
| Senior Voucher Account | | | |
| | Voucher System | 17,562 | |
| | | | \$17,562 |
| Council on Aging Articles | | | |
| | Social Service Counseling | 7,293 | |
| | | | \$7,293 |
| Council on Aging | | | |
| | Wages | 121,750 | |
| | COA Van Driver Wages | 7,208 | |
| | Office Operations | 9,054 | |
| | Program | 7,186 | |
| | Transportation | 3,513 | |
| | Newsletter | 1,400 | |
| | | | \$150,111 |
| Youth Commission | | | |
| | Wages | 1,972 | |
| | Custodian | | |

| | | | |
|--------------------------------|--------------------|-------|------------------|
| | | 834 | |
| | | | \$2,806 |
| Veteran's Agent | | | |
| | Wages | 1,500 | |
| | Veteran's Benefits | 4,747 | |
| | | | \$6,247 |
| TOTAL PUBLIC ASSISTANCE | | | \$184,019 |

Gleason Library

| | | |
|----------------------|---------|-----------|
| Wages | 382,533 | |
| Automation | 27,474 | |
| Training & Meetings | 1,811 | |
| Office Supplies | 3,696 | |
| Books | 24,537 | |
| Teen Books | 3,265 | |
| Children's Books | 15,260 | |
| Digital | 26,556 | |
| Visual | 7,522 | |
| Audio | 8,968 | |
| Periodicals | 5,535 | |
| Additional Equipment | 1,267 | |
| | | \$508,424 |

Library Building

| | | |
|----------------------|--------|----------|
| Custodial | 30,824 | |
| Repair & Maintenance | 27,278 | |
| Supplies | 7,064 | |
| | | \$65,166 |

Library Articles

| | | |
|---|--------|------------------|
| Miscellaneous Maintenance Projects TM0511 | 150 | |
| Library Septic System TM0413 & TM0414 | 51,340 | |
| Roof Repair TM0414 | 9,632 | |
| | | \$61,122 |
| TOTAL LIBRARY | | \$634,712 |

RECREATION

Parks & Fields

| | | |
|-------------------------|--------|------------------|
| Wages | 70,493 | |
| Mowing | 16,825 | |
| Sprinkler Maintenance | 6,792 | |
| Electricity | 1,838 | |
| Scheduled Maintenance | 22,637 | |
| General Maintenance | 14,171 | |
| Sanitation | 1,920 | |
| Field Study | 859 | |
| | | \$135,535 |
| TOTAL RECREATION | | \$135,535 |

MISCELLANEOUS

Memorial Day

| | | |
|---------------|-----|-------|
| Wages | 218 | |
| Miscellaneous | 516 | |
| | | \$734 |

State Assessments

| | | |
|------------------------|--------|----------|
| State & County Charges | 47,658 | |
| | | \$47,658 |

Encumbrances

| | | |
|----------------------------|--------------|------------------------|
| Building Inspector | 750 | |
| Town Administrator | 300 | |
| Small Capital | 1,420 | |
| Treasurer | 320 | |
| Conscom | 3,803 | |
| Planning Board | 135 | |
| Town Offices & Library | 3,275 | |
| Police | 1,327 | |
| Fire Dept. | 572 | |
| Road Maintenance | 4,726 | |
| Street Lights | 169 | |
| DPW | 134 | |
| Transfer Station | 27 | |
| Parks/Fields | 6,101 | |
| Unemployment Insurance | <u>3,107</u> | <u>\$26,166</u> |
| TOTAL MISCELLANEOUS | | <u><u>\$74,558</u></u> |

INSURANCE & BENEFITS

| | | |
|---------------------------------------|--------------|---------------------------|
| Group Insurance | 825,579 | |
| Blanket/Workmen's Comp | 188,283 | |
| Unemployment | <u>2,133</u> | <u>\$1,015,995</u> |
| TOTAL INSURANCE & BENEFITS | | <u><u>\$1,015,995</u></u> |

PENSIONS

| | |
|-------------------|----------------|
| County Retirement | <u>726,609</u> |
|-------------------|----------------|

| | | |
|-----------------------|--|-------------------------|
| | | <u>\$726,609</u> |
| TOTAL PENSIONS | | <u><u>\$726,609</u></u> |

DEBT & INTEREST

| | | |
|----------------------------------|------------|---------------------------|
| Retirement of Debt | 1,000,000 | |
| Interest on Long Term Debt | 516,882 | |
| Interest on Short Term Debt | <u>817</u> | |
| | | <u>\$1,517,699</u> |
| TOTAL DEBT & INTEREST | | <u><u>\$1,517,699</u></u> |

TRANSFER TO OPEB TRUST

| | | |
|-------------------------------------|----------------|-------------------------|
| Transfer to OPEB Trust | <u>250,000</u> | |
| | | <u>\$250,000</u> |
| TOTAL TRANSFER TO OPEB TRUST | | <u><u>\$250,000</u></u> |
| Subtotal | | \$26,432,775 |

| | | |
|-----------------------------------|------------------|----------------------------|
| Cash Balance June 30, 2015 | 6,539,009 | |
| Warrants Payable FY 2014 | <u>1,015,054</u> | |
| | | <u>\$7,554,063</u> |
| Total | | <u><u>\$33,986,838</u></u> |

TAX - 2004

Personal Property

| | | |
|---------------------------|--------------|---------|
| Outstanding July 1, 2014 | <u>1,874</u> | |
| | | \$1,874 |
| Outstanding June 30, 2015 | <u>1,874</u> | |
| | | \$1,874 |

| | | | |
|--------------------------|---------------------------|-------------------|-------|
| | | TAX - 2005 | |
| Personal Property | Outstanding July 1, 2014 | <u>330</u> | \$330 |
| | Outstanding June 30, 2015 | <u>330</u> | \$330 |
| | | TAX-2006 | |
| Personal Property | Outstanding July 1, 2014 | <u>256</u> | \$256 |
| | Outstanding June 30, 2015 | <u>256</u> | \$256 |
| | | TAX-2007 | |
| Personal Property | Outstanding July 1, 2014 | <u>326</u> | \$326 |
| | Outstanding June 30, 2015 | <u>326</u> | \$326 |
| | | TAX-2008 | |
| Personal Property | Outstanding July 1, 2014 | <u>257</u> | \$257 |
| | Outstanding June 30, 2015 | <u>257</u> | \$257 |
| | | TAX-2009 | |
| Personal Property | Outstanding July 1, 2014 | <u>244</u> | \$244 |

| | | | |
|--------------------------|---------------------------|--------------|---------|
| | Outstanding June 30, 2015 | <u>244</u> | \$244 |
| | TAX-2010 | | |
| Personal Property | | | |
| | Outstanding July 1, 2014 | <u>199</u> | \$199 |
| | Outstanding June 30, 2015 | <u>199</u> | \$199 |
| | TAX-2011 | | |
| Personal Property | | | |
| | Outstanding July 1, 2014 | <u>159</u> | \$159 |
| | Outstanding June 30, 2015 | <u>159</u> | \$159 |
| | TAX-2012 | | |
| Personal Property | | | |
| | Outstanding July 1, 2014 | <u>2,562</u> | \$2,562 |
| | Outstanding June 30, 2015 | <u>2,562</u> | \$2,562 |
| | TAX-2013 | | |
| Personal Property | | | |
| | Outstanding June 30, 2014 | <u>3,589</u> | \$3,589 |
| | Outstanding June 30, 2015 | <u>3,589</u> | \$3,589 |

| | | | |
|--------------------------|------------------------------|-------------------|--------------|
| | | TAX-2014 | |
| Personal Property | | | |
| | Outstanding June 30, 2014 | 3,957 | \$3,957 |
| | Payments to Treasurer | 80 | |
| | Outstanding June 30, 2015 | <u>3,877</u> | \$3,957 |
| Real Estate | | | |
| | Outstanding June 30, 2014 | 84,183 | \$84,183 |
| | Payments to Treasurer | 84,183 | |
| | Outstanding June 30, 2015 | <u>-</u> | \$84,183 |
| | | TAX-2015 | |
| Personal Property | | | |
| | Commitments | <u>299,777</u> | \$299,777 |
| | Payments to Treasurer | 299,882 | |
| | Written off by the Treasurer | 1 | |
| | Abatements | 125 | |
| | Refunds | (383) | |
| | Outstanding June 30, 2015 | <u>152</u> | \$299,777 |
| Real Estate | | | |
| | Commitments | <u>23,671,249</u> | \$23,671,249 |
| | | 23,430,206 | |

| | | |
|---------------------------------|----------------|--------------|
| Payments to Treasurer | | |
| Transferred to Tax Title | 6,939 | |
| Abatements/Exemptions/Deferrals | 11,836 | |
| Written off by the Treasurer | (15) | |
| Outstanding June 30, 2015 | <u>222,283</u> | \$23,671,249 |
| MOTOR VEHICLE EXCISE | | |
| TAX - 2004 | | |
| Outstanding June 30, 2014 | <u>7,893</u> | \$7,893 |
| Payments to Treasurer | 51 | |
| Outstanding June 30, 2015 | <u>7,842</u> | \$7,893 |
| TAX - 2005 | | |
| Outstanding June 30, 2014 | <u>2,220</u> | \$2,220 |
| Outstanding June 30, 2015 | <u>2,220</u> | \$2,220 |
| TAX - 2006 | | |
| Outstanding June 30, 2014 | <u>4,639</u> | \$4,639 |
| Payments to Treasurer | 236 | |
| Outstanding June 30, 2015 | <u>4,403</u> | \$4,639 |
| TAX - 2007 | | |
| Outstanding June 30, 2014 | <u>3,775</u> | \$3,775 |
| Outstanding June 30, 2015 | <u>3,775</u> | \$3,775 |

TAX - 2008

| | | |
|---------------------------|--------------|---------|
| Outstanding June 30, 2014 | <u>1,534</u> | \$1,534 |
| Outstanding June 30, 2015 | <u>1,534</u> | \$1,534 |

TAX - 2009

| | | |
|---------------------------|------------|-------|
| Outstanding June 30, 2014 | <u>524</u> | \$524 |
| Outstanding June 30, 2015 | <u>524</u> | \$524 |

TAX - 2010

| | | |
|---------------------------|--------------|---------|
| Outstanding June 30, 2014 | <u>2,082</u> | \$2,082 |
| Payments to Treasurer | 49 | |
| Outstanding June 30, 2015 | <u>2,033</u> | \$2,082 |

TAX - 2011

| | | |
|---------------------------|--------------|---------|
| Outstanding June 30, 2014 | <u>1,180</u> | \$1,180 |
| Payments to Treasurer | 195 | |
| Outstanding June 30, 2015 | <u>985</u> | \$1,180 |

TAX - 2012

| | | |
|---------------------------|--------------|---------|
| Outstanding June 30, 2014 | <u>2,669</u> | \$2,669 |
| Payments to Treasurer | | |

| | | |
|---------------------------|----------------|-----------|
| | 840 | |
| Abatements | 285 | |
| Refunds | (285) | |
| Outstanding June 30, 2015 | <u>1,829</u> | \$2,669 |
| TAX - 2013 | | |
| Outstanding June 30, 2014 | <u>4,280</u> | \$4,280 |
| Payments to Treasurer | 3,196 | |
| Abatements | 1,581 | |
| Refunds | (1,581) | |
| Outstanding June 30, 2015 | <u>1,084</u> | \$4,280 |
| TAX - 2014 | | |
| Outstanding June 30, 2014 | 18,452 | |
| Commitments | <u>88,411</u> | \$106,863 |
| Payments to the Treasurer | 103,546 | |
| Abatements | 7,450 | |
| Refunds | (7,080) | |
| Written off by Treasurer | (3) | |
| Outstanding June 30, 2015 | <u>2,950</u> | \$106,863 |
| TAX - 2015 | | |
| Commitments | <u>837,862</u> | |
| Payments to the Treasurer | | \$837,862 |

| | | |
|---------------------------|---------------|-----------|
| | 814,240 | |
| Abatements | 13,874 | |
| Refunds | (9,938) | |
| Outstanding June 30, 2015 | <u>19,686</u> | \$837,862 |

**SPECIAL REVENUE - SCHOOL LUNCH
RECEIPTS**

| | | |
|------------------------------|--------------|-----------|
| Cash Balance July 1, 2014 | 32,497 | |
| Lunch Receipts | 130,798 | |
| State Reimbursements | 19,021 | |
| Warrants Payable FY 15 | <u>6,331</u> | \$188,647 |

EXPENDITURES

| | | |
|----------------------------|--------------|-----------|
| Salaries & Wages | 108,792 | |
| Food & Supplies | 46,205 | |
| Cash Balance June 30, 2015 | 26,509 | |
| Warrants Payable FY 14 | <u>7,141</u> | \$188,647 |

COMMUNITY PRESERVATION ACT

CPA Surcharge - 2014

| | | |
|--------------------------|--------------|---------|
| Outstanding July 1, 2014 | <u>1,377</u> | \$1,377 |
| Payment to Treasurer | 1,377 | |
| Balance June 30, 2015 | <u>-</u> | \$1,377 |

CPA Surcharge - 2015

| | | |
|--------------------------|----------------|-----------|
| Commitments | <u>402,914</u> | \$402,914 |
| Payment to Treasurer | 395,175 | |
| Abatements/Exemptions | 3,608 | |
| Refunds | (23) | |
| Transferred to Tax Title | 99 | |
| Balance June 30, 2015 | <u>4,055</u> | \$402,914 |

CPA Surcharge

| | | |
|---|------------------|-------------|
| Cash Balance July 1, 2014 | 1,004,889 | |
| Receipts (Net of Refunds) | 396,876 | |
| State Receipt | 1,589 | |
| Interest | 120,726 | |
| FY15 Expenses | (1,750) | |
| Transferred to CPA Capital Fund | (52,000) | |
| Transferred from CPA Capital Fund | 25,000 | |
| Transferred to Affordable Housing Trust | (50,000) | |
| Transferred from Affordable Housing Trust | <u>50,000</u> | |
| CPA Balance June 30, 2015 | | \$1,495,330 |
| Cash Balance June 30, 2015 | <u>1,495,330</u> | \$1,495,330 |

CPA Capital Fund

FY06 Initiatives:

Benfield-Field Design:

| | | |
|---|-----------------|-----|
| Balance July 1, 2014 | 25,000 | |
| Rescinded at April 27, 2015 Town Meeting/Transferred back to CPA Fund | <u>(25,000)</u> | |
| Balance June 30, 2015 | | \$0 |

Benfield-Affordable Housing:

| | | |
|---|--------------|----------|
| Balance July 1, 2014 | 10,229 | |
| FY15 Expenses for Benfield-Affordable Housing | <u>(120)</u> | |
| Balance June 30, 2015 | | \$10,109 |

FY07 Initiatives:

Bruce Freeman Trail:

| | | |
|---------------------------------------|----------|---------|
| Balance July 1, 2014 | 5,888 | |
| FY15 Expenses for Bruce Freeman Trail | <u>-</u> | |
| Balance June 30, 2015 | | \$5,888 |

FY12 Initiatives:

Trails Improvements:

| | | |
|---------------------------------------|----------------|----------|
| Balance July 1, 2014 | 13,286 | |
| FY15 Expenses for Trails Improvements | <u>(1,682)</u> | |
| Balance June 30, 2015 | | \$11,604 |

Town Clerk-Preserve Historical Records:

| | | |
|--|----------------|-----|
| Balance June 30, 2014 | 2,277 | |
| FY15 Expenses for Town Clerk-Preserve Historical Records | <u>(2,277)</u> | |
| Balance June 30, 2015 | | \$0 |

FY13 Initiatives:

Boardwalk Connecting Spaulding Field to the Banta Trail

| | | |
|--|------------------|---------|
| Balance June 30, 2014 | 151,200 | |
| FY15 for Boardwalk Connecting Spaulding Field to the Banta Trail | <u>(144,700)</u> | |
| Balance June 30, 2015 | | \$6,500 |

FY14 Initiatives:

Center Park Capital Improvements

| | | |
|---|----------------|-------|
| Balance June 30, 2014 | 6,394 | |
| FY15 for Center Park Capital Improvements | <u>(5,842)</u> | |
| Balance June 30, 2015 | | \$552 |

Affordable Housing Trust-Grant #2014-1 (Project @338 Bedford Road)

| | | |
|---|------------------|-----|
| Balance June 30, 2014 | 125,000 | |
| Transferred to Affordable Housing Trust | <u>(125,000)</u> | |
| Balance June 30, 2015 | | \$0 |

FY15 Initiatives:

Gleason Public Library Board of Trustees-Grant #2015-3 (Preservation & Conservation of Historical Artifacts)

| | | |
|--|----------|----------|
| Transferred to CPA Capital | 52,000 | |
| FY15 for GPL-Preservation & Conservation of Historical Artifacts | <u>-</u> | |
| Balance June 30, 2015 | | \$52,000 |

| | | |
|-----------------------------------|--|----------------|
| CPA Capital Balance June 30, 2015 | | \$86,653 |
| Warrants Payable FY15 | | <u>\$5,393</u> |
| | | \$92,046 |

| | | |
|----------------------------|---------------|----------|
| Cash Balance June 30, 2015 | <u>92,046</u> | |
| | | \$92,046 |

Affordable Housing Trust Fund

FY07 Initiatives:

Affordable Accessory Apartment Program:

| | | |
|---|----------|----------|
| Balance July 1, 2014 | 90,000 | |
| FY14 Expenses for Affordable Accessory Apartment Program | <u>-</u> | |
| Balance June 30, 2015 | | \$90,000 |

FY13 Initiatives:

338 Bedford Road Development

| | | |
|------------------------------------|----------|---------|
| Balance July 1, 2014 | 5,431 | |
| FY15 Expenses for 338 Bedford Road | <u>-</u> | |
| Balance June 30, 2015 | | \$5,431 |

Banta Davis-Wastewater Treatment tie-in and Traffic Studies

| | | |
|-------------------------------|----------|----------|
| Balance July 1, 2014 | 15,415 | |
| FY15 Expenses for Banta Davis | <u>-</u> | |
| Balance June 30, 2015 | | \$15,415 |

FY14 Initiatives:

Grant #2014-1 Project at 338 Bedford Road (\$125,000).

| | | |
|------------------------------------|----------------|-----------|
| Transferred from CPA Capital | 125,000 | |
| FY15 Expenses for 338 Bedford Road | <u>(5,408)</u> | |
| Balance June 30, 2015 | | \$119,592 |

Grant #2014-2 Community Education on 40B & Investigation of Suitability of Properties for Acquisition

| | | |
|--|-----------------|-----|
| Balance June 30, 2014 | 50,000 | |
| Rescinded at April 27, 2015 Town Meeting-Transferred to CPA Fund | <u>(50,000)</u> | |
| Balance June 30, 2015 | | \$0 |

FY15 Initiatives:

Grant #2015-1 Community Education on 40B & Support the Development of Community Housing

| | | |
|---|--------------|------------------|
| Transfer from CPA Fund | 50,000 | |
| FY15 Warrants Payable | <u>(200)</u> | \$49,800 |
| Earnings on Investments (Inception to Date) | 9,222 | |
| FY14 Expenses using Earnings on Investments | (5,333) | |
| FY15 Expenses using Earnings on Investments | <u>-</u> | \$3,889 |
| Balance June 30, 2014 | | |
| Affordable Housing Trust Fund Balance June 30, 2015 | | <u>\$284,127</u> |
| Cash Balance June 30, 2015 | 284,327 | |
| FY15 Warrants Payable | <u>(200)</u> | \$284,127 |

Septic Loan Program

| | | |
|---|------------------|----------|
| Cash Balance June 20, 2014 | 46,801 | |
| Received from Residents-Betterment-Principal | 712 | |
| Received from Residents-Betterment-Interest | <u>236</u> | \$47,749 |
| Cash Balance June 30, 2015 | <u>47,749</u> | \$47,749 |
| History of Septic Loans: Inception to June 30, 2015 | | |
| Loans Received from the State (1st Note \$130,000, 2nd Note \$40,000) | 170,000 | |
| Monies Loaned out to Residents | (152,447) | |
| Installments of Principal, Interest and Penalties Received to Date | 32,090 | |
| Lump Sum Loan Balances Repaid upon Sale of Property | 128,106 | |
| Paid to the State (1st loan) | <u>(130,000)</u> | \$47,749 |
| Cash Balance June 30, 2015 | | |
| Cash Balance June 30, 2015 | <u>47,749</u> | |

\$47,749

OTHER SPECIAL REVENUE

RECEIPTS

School Grants

| | |
|--|--------------|
| Teacher Quality | 7,465 |
| IDEA | 138,852 |
| Title 1 | 21,520 |
| Sped Early Childhood | 8,791 |
| Sped Professional Improvement | 3,599 |
| Early Childhood Professional Improvement | <u>4,800</u> |

\$185,027

School Other

| | |
|---------------------------|----------------|
| CEF | 109,738 |
| Educational Use of Bldgs. | 15,258 |
| Library/Lost Books | 351 |
| Athletic Account | 33,665 |
| School Gifts | 101,951 |
| Music Account | 27,155 |
| C. S. A. | 31,458 |
| Preschool Gift | 100,103 |
| Transportation Fee | 41,238 |
| Circuit Breaker | <u>122,861</u> |

\$583,778

Miscellaneous

| | |
|-------------------|-------|
| Polling Hours | 2,142 |
| COA State Grant | 8,240 |
| Library State Aid | 6,030 |

| | |
|--------------------------------|---------|
| Cultural Council | 4,305 |
| Health 53E1/2 | 70,111 |
| Stickers 53E 1/2 | 48,820 |
| Recreation 53D | 158,192 |
| Planning Board 53G | 13,063 |
| Conscom Intents | 5,242 |
| Cemetery Lots | 3,100 |
| Insurance Refunds | 42,569 |
| Library Gifts | 2,012 |
| Conservation Gifts | 855 |
| Police Gifts | 50 |
| Fire Department Gifts | 3,500 |
| COA Gifts | 6,039 |
| Compost Bins | 2,288 |
| COA Van Gift | 20,000 |
| Trail Maps | 2,260 |
| Roadway Reconstruction | 253,885 |
| Youth 53E 1/2 | 9,837 |
| Ambulance Receipts | 75,709 |
| Pathways-Gifts | 12 |
| Town Gifts | 106,578 |
| Elderly/Disabled Aid | 3,748 |
| Zoning Board of Appeals 53G | 36,503 |
| Historical 53E 1/2 | 150 |
| Foss Farm/Garden Plots 53E 1/2 | 1,850 |
| Library-Mini Grant | 93 |
| Building 53E 1/2 | 105,168 |

| | | |
|--|---------------|---------------------------|
| COA-Mini Grant | 7,750 | |
| COA 53E 1/2 | 22,059 | |
| Center Park Gifts | 14,105 | |
| Conscom 53G | 9,114 | |
| 911 Grants | 23,233 | |
| Public Health Grants | 500 | |
| LRTA (Lowell Regional Transit Authority) | 41,530 | |
| Carlisle Community Chorus Gifts | 2,966 | |
| Friends of COA Grant | 22,000 | |
| Green Community Grant | <u>49,762</u> | \$1,185,370 |
| Warrants Payable FY 2015 | | \$140,562 |
| Cash Balance July 1, 2014 | | <u>\$1,245,994</u> |
| Total | | <u><u>\$3,340,731</u></u> |

EXPENDITURES

School Grants

| | | |
|--|--------------|-----------|
| Teacher Quality | 7,465 | |
| IDEA | 138,852 | |
| Title 1 | 25,508 | |
| Sped Early Childhood | 8,791 | |
| Sped Professional Improvement | 3,599 | |
| Early Childhood Professional Improvement | <u>4,800</u> | \$189,015 |

School Other

| | | |
|--------------------------|--------|--|
| CEF | 77,588 | |
| Educational Use of Bldg. | 9,021 | |
| Library/Lost Books | 26 | |

| | |
|------------------|----------------|
| Athletic Account | 33,493 |
| School Gifts | 121,067 |
| Music Acct | 42,527 |
| CSA | 34,781 |
| Preschool Gift | 95,583 |
| Transportation | 39,658 |
| Circuit Breaker | <u>126,722</u> |

\$580,466

Miscellaneous

| | |
|-------------------------|---------|
| Polling Hours | 2,142 |
| COA State Grant | 8,240 |
| Library State Aid | 1,725 |
| Arts Council | 3,768 |
| Health 53E1/2 | 48,802 |
| Stickers 53E 1/2 | 30,556 |
| Recreation 53D | 143,696 |
| Planning Board 53G | 22,264 |
| Conservation Intents | 7,250 |
| Cemetery Lots | 1,516 |
| Insurance Refunds | 40,209 |
| Community Policing | 3,196 |
| Library Gifts | 457 |
| Conservation Gifts | 67 |
| Police Department Gifts | 100 |
| Fire Department Gifts | 551 |
| COA Gifts | 2,540 |
| Recreation Gifts | |

| | | |
|---|---------|--------------------|
| | 13,292 | |
| Compost Bins | 2,378 | |
| COA Van Gift | 20,000 | |
| Trail Maps | 73 | |
| Roadway Reconstruction | 316,718 | |
| Youth Commission | 8,740 | |
| Ambulance Receipts (Transfer to General Fund) | 87,000 | |
| Town Gifts | 94,685 | |
| Zoning Board of Appeals 53G | 36,502 | |
| Historical 53E 1/2 | 150 | |
| Foss Farm/Garden Plots 53E 1/2 | 1,637 | |
| Library-Mini Grants | 1,342 | |
| Building 53E 1/2 | 110,683 | |
| COA-Mini-Grant | 7,750 | |
| COA 53E 1/2 | 20,946 | |
| Center Park Gifts | 14,083 | |
| Conservation 53G | 7,251 | |
| 911 Grants | 26,312 | |
| Public Heath Grants | 500 | |
| LRTA (Lowell Regional Transit Authority) | 41,530 | |
| Carlisle Community Chorus Gifts | 2,459 | |
| Friends of COA Grant | 22,000 | |
| Green Community Grant | 48,762 | |
| | | \$1,201,872 |
| Warrants Payable FY 2014 | | \$69,348 |
| Cash Balance June 30, 2015 | | \$1,300,030 |
| Total | | <u>\$3,340,731</u> |

AGENCY FUNDS

RECEIPTS

| | | |
|------------------------------|--------------|-----------|
| Cash Balance July 1, 2014 | 57,171 | |
| Police Special Detail | 154,834 | |
| Meals Tax | 281 | |
| Student Activity Account | 1,129 | |
| Firearm Licenses | 2,938 | |
| Warrants Payable FY 2015 | <u>4,732</u> | \$221,085 |

EXPENDITURES

| | | |
|----------------------------|---------------|-----------|
| Police Special Detail | 162,336 | |
| Meals Tax | 285 | |
| Firearm Licenses | 4,563 | |
| Warrants Payable FY 2014 | 2,287 | |
| Cash Balance June 30, 2015 | <u>51,614</u> | \$221,085 |

CAPITAL FUNDS

RECEIPTS

| | | |
|------------------------------|----------------|-------------|
| Cash Balance July 1, 2014 | 688,300 | |
| Received from the State | 263,157 | |
| BANS Received | 440,000 | \$1,391,457 |
| BANS Repaid | 1,200,000 | |
| Cash Balance June 30, 2015 | <u>191,457</u> | \$1,391,457 |

INVESTMENT FUNDS

STABILIZATION FUND

| | | |
|-----------------------------|------------------|-------------|
| Balance July 1, 2014 | 1,185,675 | |
| Interest | <u>2,364</u> | \$1,188,039 |
| Transferred to General Fund | 14,945 | |
| Balance June 30, 2015 | <u>1,173,094</u> | \$1,188,039 |

**OPEB (OTHER POST EMPLOYMENT
BENEFITS) TRUST**

| | | |
|-------------------------------|----------------|-----------|
| Balance July 1, 2014 | - | |
| Transferred from General Fund | 250,000 | |
| Interest | <u>3,638</u> | \$253,638 |
| Balance June 30, 2015 | <u>253,638</u> | \$253,638 |

CONSERVATION FUND

| | | |
|-----------------------|---------------|----------|
| Balance July 1, 2014 | 65,861 | |
| Interest | <u>132</u> | \$65,993 |
| Balance June 30, 2015 | <u>65,993</u> | \$65,993 |

PERPETUAL CARE FUND

| | |
|----------------------|---------|
| Balance July 1, 2014 | 164,191 |
|----------------------|---------|

| | | |
|------------------------------|----------------|-----------|
| Contributions Received | 3,100 | |
| Interest & Investment Income | <u>3,183</u> | \$170,474 |
| Monies Refunded | 800 | |
| Balance June 30, 2015 | <u>169,674</u> | \$170,474 |

TRUST FUNDS

GLEASON SILENT POOR FUND

| | | |
|------------------------------|---------------|----------|
| Balance July 1, 2014 | 10,858 | |
| Interest & Investment Income | <u>208</u> | \$11,066 |
| Balance June 30, 2015 | <u>11,066</u> | \$11,066 |

SIMON BLOOD SCHOOL FUND

| | | |
|------------------------------|--------------|---------|
| Balance July 1, 2014 | 3,962 | |
| Interest & Investment Income | <u>76</u> | \$4,038 |
| Balance June 30, 2015 | <u>4,038</u> | \$4,038 |

GLEASON TOWN CLOCK FUND

| | | |
|------------------------------|--------------|---------|
| Balance July 1, 2014 | 1,628 | |
| Interest & Investment Income | <u>31</u> | \$1,659 |
| Balance June 30, 2015 | <u>1,659</u> | \$1,659 |

SELINA G. RICHARDSON LIBRARY FUND

| | | |
|------------------------------|---------|--|
| Balance July 1, 2014 | 1,166 | |
| Interest & Investment Income | <u></u> | |

| | | |
|-----------------------|-------|---------|
| | 22 | |
| | | \$1,188 |
| Balance June 30, 2015 | 1,188 | |
| | | \$1,188 |

MARY A. HEALD WORTHY POOR FUND

| | | |
|------------------------------|-----|-------|
| Balance July 1, 2014 | 467 | |
| Interest & Investment Income | 9 | |
| | | \$476 |
| Balance June 30, 2015 | 476 | |
| | | \$476 |

WILLIAM H. LITCHFIELD CEMETERY FUND

| | | |
|------------------------------|-------|---------|
| Balance July 1, 2014 | 2,959 | |
| Interest & Investment Income | 57 | |
| | | \$3,016 |
| Balance June 30, 2015 | 3,016 | |
| | | \$3,016 |

**THOMAS A. & MARY GREEN CEMETERY
FUND**

| | | |
|------------------------------|-------|---------|
| Balance July 1, 2014 | 5,870 | |
| Interest & Investment Income | 113 | |
| | | \$5,983 |
| Balance June 30, 2015 | 5,983 | |
| | | \$5,983 |

**THOMAS A. GREEN PUBLIC GROUNDS
FUNDS**

| | | |
|------------------------------|-------|---------|
| Balance July 1, 2014 | 2,350 | |
| Interest & Investment Income | 45 | |
| | | \$2,395 |
| Balance June 30, 2015 | 2,395 | |
| | | |

\$2,395

**THOMAS A. GREEN SIDEWALK & TREE
FUND**

| | | |
|------------------------------|--------------|---------|
| Balance July 1, 2014 | 7,318 | |
| Interest & Investment Income | <u>141</u> | \$7,459 |
| Balance June 30, 2015 | <u>7,459</u> | \$7,459 |

MARY A. GREEN LIBRARY FUND

| | | |
|------------------------------|--------------|---------|
| Balance July 1, 2014 | 1,166 | |
| Interest & Investment Income | <u>22</u> | \$1,188 |
| Balance June 30, 2015 | <u>1,188</u> | \$1,188 |

FRED E. & RUTH M. ROBBINS FUND

| | | |
|------------------------------|---------------|----------|
| Balance July 1, 2014 | 54,614 | |
| Interest & Investment Income | <u>1,051</u> | \$55,665 |
| Balance June 30, 2015 | <u>55,665</u> | \$55,665 |

CAROLINE E. HILL LEGACY

| | | |
|------------------------------|--------------|-----------|
| Balance July 1, 2014 | 205,153 | |
| Contributions Received | 707 | |
| Interest & Investment Income | <u>3,761</u> | \$209,621 |

| | | |
|-----------------------|----------------|-----------|
| Expended | 14,300 | |
| Balance June 30, 2015 | <u>195,321</u> | \$209,621 |

ALVIN R. TITUS SCHOLARSHIP FUND

| | | |
|------------------------------|---------------|----------|
| Balance July 1, 2014 | 14,477 | |
| Interest & Investment Income | <u>279</u> | \$14,756 |
| Balance June 30, 2015 | <u>14,756</u> | \$14,756 |

MELONE LIBRARY FUND

| | | |
|------------------------------|----------------|-----------|
| Balance July 1, 2014 | 293,966 | |
| Interest & Investment Income | <u>5,497</u> | \$299,463 |
| Expended | 10,970 | |
| Balance June 30, 2015 | <u>288,493</u> | \$299,463 |

DONALD A. LAPHAM SCHOLARSHIP FUND

| | | |
|------------------------------|---------------|----------|
| Balance July 1, 2014 | 38,144 | |
| Interest & Investment Income | <u>734</u> | \$38,878 |
| Balance June 30, 2015 | <u>38,878</u> | \$38,878 |

HOLLIS TRUST FUND

| | | |
|------------------------------|---------|--|
| Balance July 1, 2014 | 164,920 | |
| Interest & Investment Income | <u></u> | |

| | | |
|-----------------------|---------|-----------|
| | 3,173 | |
| | 168,093 | \$168,093 |
| Balance June 30, 2015 | 168,093 | \$168,093 |

VIVIAN CHAPUT MEMORIAL FUND

| | | |
|------------------------------|-------|---------|
| Balance July 1, 2014 | 2,855 | |
| Interest & Investment Income | 55 | \$2,910 |
| Balance June 30, 2015 | 2,910 | \$2,910 |

TOWN OF CARLISLE
COMBINED BALANCE SHEET

JUNE 30, 2015

| | Governmental Fund Types | | | Fiduciary Fund Types | Account Group | Total |
|---|-------------------------|------------------------|----------------------|-------------------------|-------------------------------------|-------------------------|
| | General | Special Revenue | Capital Projects | Trust and Agency | General Long-Term Obligations | |
| ASSETS AND OTHER DEBITS | | | | | | |
| Cash and short-term investments..... | \$ 6,539,008.61 | \$ 3,153,945.94 | \$ 283,503.12 | \$ 2,517,472.95 | \$ - | \$ 12,493,930.62 |
| Receivables, net of allowance for uncollectibles: | | | | | | |
| Real estate and personal property taxes..... | 236,107.72 | - | - | - | - | 236,107.72 |
| Allowance for abatements..... | (272,629.97) | - | - | - | - | (272,629.97) |
| Tax title..... | 54,759.37 | 703.89 | - | - | - | 55,463.26 |
| Motor vehicle excise..... | 48,863.67 | - | - | - | - | 48,863.67 |
| Tax deferrals..... | 63,960.72 | - | - | - | - | 63,960.72 |
| Tax possessions..... | 35,453.01 | - | - | - | - | 35,453.01 |
| Betterments..... | - | 4,274.92 | - | - | - | 4,274.92 |
| Community preservation act..... | - | 4,054.59 | - | - | - | 4,054.59 |
| Notes Receivable..... | - | 425,000.00 | - | - | - | 425,000.00 |
| Police Special Duty Receivable..... | - | - | - | 13,213.22 | - | 13,213.22 |
| Amounts to be provided for retirement of long-term obligations..... | - | - | - | - | 15,160,000.00 | 15,160,000.00 |
| TOTAL ASSETS AND OTHER DEBITS..... | \$ 6,705,523.13 | \$ 3,587,979.34 | \$ 283,503.12 | \$ 2,530,686.17 | \$ 15,160,000.00 | \$ 28,267,691.76 |

TOWN TREASURER

The following is a summary of the financial records and balances of the Town Treasurer for the Fiscal Year ending June 30, 2015:

CASH BALANCE

| | |
|---|--------------------------------|
| Cash Balance, June 30, 2014 | \$ 12,208,153.07 |
| Receipts, July 1, 2014 - June 30, 2015 | 30,404,222.23 |
| Disbursements, July 1, 2014 - June 30, 2015 | <u>(30,118,444.68)</u> |
| Cash Balance, June 30, 2015 | <u>\$ 12,493,930.62</u> |

ACCOUNT BALANCES

Interest Bearing Accounts:

| | |
|----------------------------------|-------------------|
| Eastern Bank | \$ 2,807,816.54 |
| Enterprise Bank and Trust Co. | 3,590,145.05 |
| UniBank for Savings | 2,815,174.90 |
| Mass. Municipal Depository Trust | <u>250,876.09</u> |

| | |
|--|------------------------|
| Total Interest Bearing Accounts | \$ 9,464,012.58 |
|--|------------------------|

Combined Investments Funds:

| | |
|--------------|----------------------|
| Eastern Bank | <u>\$ 398,964.01</u> |
|--------------|----------------------|

| | |
|--|----------------------|
| Total Combined Investment Funds | \$ 398,964.01 |
|--|----------------------|

Trust Funds:

| | |
|----------------------------------|---------------------|
| Eastern Bank | \$ 1,391,867.09 |
| Mass. Municipal Depository Trust | <u>1,239,086.94</u> |

| | |
|--------------------------|------------------------|
| Total Trust Funds | \$ 2,630,954.03 |
|--------------------------|------------------------|

| | |
|-----------------------------------|-------------------------------|
| TOTAL CASH AND INVESTMENTS | <u>\$12,493,930.62</u> |
|-----------------------------------|-------------------------------|

TAX COLLECTOR

Schedule of Outstanding Receivables As of June 30, 2015

Real Estate & CPA Taxes

| | |
|--|---------------|
| Levy of 2015, including Community Preservation Act | \$ 226,337.31 |
| Levy of 2014, including Community Preservation Act | 0.00 |
| Levy of 2013, including Community Preservation Act | 0.00 |
| Levy of 2012, including Community Preservation Act | 0.00 |
| Prior Years | 0.00 |
| Total Real Estate & CPA Taxes | \$ 226,337.31 |

Personal Property Taxes

| | |
|-------------------------------|--------------|
| Levy of 2015 | \$ 152.00 |
| Levy of 2014 | 3,877.12 |
| Levy of 2013 | 3,589.04 |
| Levy of 2012 | 2,561.52 |
| Prior Years | 3,645.32 |
| Total Personal Property Taxes | \$ 13,825.00 |

| | |
|--------------------------------|--------------|
| <u>Deferred Property Taxes</u> | \$ 63,960.72 |
|--------------------------------|--------------|

| | |
|----------------------------|---------|
| <u>Taxes in Litigation</u> | \$ 0.00 |
|----------------------------|---------|

Motor Vehicle Excise Taxes

| | |
|----------------------------------|--------------|
| Levy of 2015 | \$ 19,685.71 |
| Levy of 2014 | 2,949.72 |
| Levy of 2013 | 1,083.87 |
| Levy of 2012 | 1,828.96 |
| Prior Years | 23,315.41 |
| Total Motor Vehicle Excise Taxes | \$ 48,863.67 |

Tax Liens / Tax Title

| | |
|--|--------------|
| Levy, including Community Preservation Act | \$ 55,463.26 |
| Total Liens / Tax Title | \$ 55,463.26 |

Tax Foreclosures / Tax Possessions

| | |
|--------------------------------------|--------------|
| | \$ 35,453.01 |
| Total Foreclosures / Tax Possessions | \$ 35,453.01 |

Special Assessments Receivable

| | |
|--------------------------------------|-------------|
| | \$ 4,274.92 |
| Total Special Assessments Receivable | \$ 4,274.92 |

BOARD OF ASSESSORS

The Board of Assessors operates under the authority of Massachusetts General Laws and the Department of Revenue. In Carlisle, the Board of Assessors consists of three members who are elected to three-year terms. The Assessors' primary duty is to value all real estate and personal property in the town that is subject to taxation. The Board is to assess all properties at their full and fair market value as of January 1st preceding each fiscal year.

Fiscal 2015 was a revaluation year for Carlisle to set the Fiscal 2016 values. All the values for real estate and personal property were adjusted to reflect current market conditions. The real estate market saw some devaluation since the last revaluation.

Assessors are required to submit these values to the Commonwealth of Massachusetts Department of Revenue for certification every three years. In the years between certifications, assessors must also maintain values. The assessors review sales and the market activity every year and thereby monitor values each year. This is done so that the property taxpayer pays his or her fair share of the cost of local government.

Under Proposition 2½, Massachusetts' cities and towns are limited in the total property taxes that can be collected from one year to the next. Tax revenues cannot exceed 2 ½ percent of the prior year's allowable levy, with exceptions for revenue derived from new construction (New Growth), and citizen override elections.

The Board reported \$17,470,909 in new growth valuation to the Department of Revenue, which was certified during the fiscal year 2015 tax rate setting process. The tax rate in the Town decreased from \$19.00 to \$17.20 for fiscal year 2016. The Town has a total assessed valuation of \$ 1,507,963,392 which includes exempt properties.

Below is a chart listing the Fiscal Year 2016 breakdown by Property Class:

| <u>Property Class</u> | <u>Parcel Count by Class</u> | <u>Total Value by Class</u> | <u>Tax Rate per \$1,000</u> | <u>Total Tax by Class</u> | <u>% of Levy by Class</u> |
|-----------------------|------------------------------|-----------------------------|-----------------------------|---------------------------|---------------------------|
| Residential | 1916 | 1,410,244,810 | 17.20 | 24,256,210.73 | 98.2104% |
| Commercial | 92 | 7,983,362 | 17.20 | 137,313.83 | 0.5560% |
| Industrial | 2 | 1,177,400 | 17.20 | 20,251.28 | 0.0820% |
| Personal Property | 80 | 16,536,820 | 17.20 | 284,433.30 | 1.1516% |
| Exempt | | 72,021,000 | 0.00 | 0.00 | 0.00% |
| | | | | | |
| Totals: | 2090 | \$1507,963,392 | | \$24,698,209.14 | 100.00% |
| | | | | | |
| | | | | | |

The Board received 5 applications for abatement during the appeal period for FY 2015.

Assessors are elected (in Carlisle) or appointed locally in Massachusetts's cities and towns. Massachusetts State Law requires assessors to list and value all real and personal property. The valuations are subject to "ad valorem" basis for taxation, which means that all property should be taxed "according to value". Assessed values in Massachusetts are based on "full and fair cash value" or 100 percent of fair market value.

Assessors do not make the laws that affect property owners. Our Massachusetts Legislators enact tax laws. The Department of Revenue establishes various guidelines and regulations to implement the legislation. The assessors, in short, follow the procedures established by others to set the value of property. Market Value is actually set by buyers and sellers as they establish the worth of comparable properties through their transactions in the real estate marketplace. The Assessors also do not determine taxes. The Town itself determines the level of property taxation through its town meeting by voting on total spending for the Fiscal Year. Whether assessments increase or decrease, tax rates are adjusted annually to raise the revenue required to fund local government operations.

Michael Coscia, Chairman
Kenneth Mostello
James Marchant

**HEALTH
&
REGULATORY SERVICES**

BOARD OF HEALTH

The Board of Health is pleased to present its 2015 Annual Report. The Board strives to improve the quality of life of residents by encouraging healthy behaviors and fostering a safe and healthy environment. Under Massachusetts General Laws Ch. 111 Sect. 31 the Board is responsible for monitoring disease in the community, informing and educating residents about health issues, and developing a public health infrastructure to support these activities.

Staffing

The Health Department is staffed by Health Agent Linda Fantasia and Administrative Assistant Bobby Lyman. The Board is also well served by Animal Inspectors Larry Sorli and Deb Toher, Well Inspector Ralph Metivier, and volunteer Judy Hodges. Consultants include Rob Frodo (Technical Consulting Group), Randy Phelps (Phelps Food Service), and Emerson Home Care.

The Board has a very active Lyme Disease Subcommittee. The Subcommittee restructured its membership in October following the resignation of Natalia Evened MD. Due to an overwhelming response to the vacancy, the decision was made to re-structure to allow for 5 voting members (Jean Barry MD chairman, Todd Brady MD, Hana Chandonnet, Jennifer Hawes, Lee Tatistcheff), 2 liaisons (Donna Margolies, Peter Burn) and 3 non-voting members (Phyllis Kanki, Jeannie Geneczko, Lincoln Pinsky MD), each to serve a one year term. The Subcommittee thanks Dr. Evgenov for her dedicated participation.

The Water Quality Subcommittee (WQS) continues to be ably served by Steve Hinton, Tony Mariano, Sr. and Tony Mariano, Jr.

Highlights in 2015 included:

- Reviewing a 20-unit Comprehensive Permit Application off Long Ridge Road
- Addressing septic issues at Benfield Farms
- Permitting “Garrison Place” as a Senior Residential Open Space Community
- Permitting a group home at 338 Bedford Road for developmentally disabled adults
- Revising the local Swine Regulation
- Hosting a panel discussion on deer management with the Lyme Disease Subcommittee

Our Year in Review

Land development continued to consume a great deal of the Board’s time. The “Birches”, a 40B Comprehensive Permit Application submitted by Lifetime Green Homes, involved siting 20 single family detached homes containing a total of 58 bedrooms on 9.84 acres off Long Ridge Road. The Board was asked to comment on the project by the Carlisle Zoning Board of Appeals (ZBA), the permit granting authority. Two areas of concern for the Board were the density of the project and potential impact to groundwater quality including drinking water for nearby wells. The Board also objected to the use of shared private wells instead of a Public Water System (PWS). From January through July the Board attended

numerous public meetings and reviewed a hydrogeological and nitrogen modeling study of groundwater flow and direction and felt compelled to meet with representatives of the Mass. Drinking Water Program to advocate for a PWS. A Comprehensive Permit, which included a number of Board of Health conditions, was issued by the ZBA in July. The Permit was appealed by the applicant. A decision on the appeal is pending.

“Garrison Place”, a 16-unit Senior Residential Open Space Community (SROSC) to be built on 34 acres off Russell Street, also came under the Board’s review. The development will have a PWS and utilize alternative technology for the septic system. Twenty-two acres will be placed under a conservation restriction. The Board also approved a septic and well permit for a two-family by-right home on East Street originally presented as a 40B project by NOW Communities. The Board also worked with a developer on a multi-lot conservation cluster off Rutland Street, which involved extensive wetlands, ledge and access problems. A four lot subdivision off West Street came before the Board in July. The project includes four single family homes with conventional Title 5 systems. The Board gave the subdivision a favorable recommendation but recommended that the lots be reconfigured to avoid requiring easements for septic breakout grading.

The Board played an important role in the permitting of the town sponsored group homes to be built off Bedford Road. The 5.04 parcel was purchased by the Carlisle Affordable Housing Trust to support various town needs and, in particular, the construction of a group home development. A portion of the land (1.36 acres) was subsequently leased to the Carlisle Housing Authority, which entered into a Land Agreement with TILL, Inc. to construct two group homes of four and five bedrooms respectively. During a land use staff meeting with the developer and engineering firm, questions arose about the area required for nitrogen loading. The Board met with the developer and engineer to explore options which resulted in the Board approving an Easement for Nitrogen Credit Land adjacent to the leased site. Permits were issued for the septic system and the well. Construction will begin in 2016.

Policy and Regulatory Review

Pre-submission Land Use Conferences - The Board initiated a request that the Selectmen establish a town policy requiring that applicants for multi-development projects engage in a pre-submission conference with the land use administrative staff prior to submitting an application. The purpose of the meeting would be to identify issues for the developer as well as the town to provide a more efficient permitting process. Supported by the Board of Health, Conservation Commission and Planning Board, the policy is still under development.

Nitrogen Loading Regulation – As of February 2015, the Board of Health is the approving authority for determining if a new construction development meets the threshold for nitrogen loading of 440 gpd/acre (660 gpd/acre with alternative technology) when an onsite well and septic system are proposed. Applicants requesting relief must obtain an easement on non-facility land approved by the Board.

Keeping of Swine Regulation – Following a request from a resident to raise pigs, the Board realized it needed to revise the local regulation, which was adopted in 1947. The Board undertook an extensive revision of the regulation utilizing contemporary methods for raising pigs and for reducing impacts to the environment. Local farmers were invited to offer their recommendations. The Board produced a self-certification form as part of the application process. Three permits were issued: Great Brook Farm (2 pigs), Clark Farm (30 pigs), Bedford Road (8 pigs).

Irrigation - In order to ensure a sustainable supply of clean drinking water for the town the Board began exploring ways of limiting water withdrawals used for irrigation based on parcel size, recharge rates and sprinkler systems. Work is continuing on this policy.

Noise - Catherine Galligan represented the Board on the subcommittee which dealt with noise from hoe rams and roosters. A proposed bylaw will be presented at the 2016 Annual Town Meeting. Abutters were again concerned about the use of a hoe ram at a Rutland Street development. The developer had agreed to inform abutters of the work schedule which the abutters appreciated.

New Efficiencies – in an effort to streamline the permitting process, the Board created Self-Certification Checklists for Farmer's Markets, Camps, Barn Licenses and an Installer's Inspection checklist. Two farmer's markets were approved, one at Kimball's Ice Cream stand and a second at the new Clark Farm site. Seventy-eight barn licenses were issued along with three permits for the keeping of swine. The installation checklist spells out the timeframe for inspections. The Board maintains an inspection result spreadsheet that residents can use to select an installer.

Housing and Septic related Support

The Local Board of Health (LBOH) is responsible for protecting the environment under Title 5 (310 CMR 15.00) and ensuring safe and decent housing under the State Sanitary Code (105 CMR 410.00).

At the start of the year, the Board began receiving complaints from tenants and the public about septic odors at Benfield Farms. The Board confirmed that the alternative technology pre-treatment system was not functioning as intended. Testing results submitted to the Board demonstrated that the system was not always meeting the town 20 mg/L nitrate discharge limit (25 mg/L state limit). Weather conditions were assumed to be interfering with the stabilization of the system so a carbon supplement was added to the treatment process. The Board continues to issue a Temporary Certificate of Compliance until the system demonstrates two months of acceptable testing. The Board also approved a plan to install a Bio-vent to contain exhaust odors underground. Benfield residents attended a number of Board meeting. In December the Board held its regularly scheduled meeting at Benfield Farms so that more of the residents could attend. The residents were very grateful that the Board was willing to take an active role in solving their problems. The Board continues to work with the property owner, Neighborhood of Affordable Homes (NOAH) and the system operator on a permanent solution. Overall the Board was pleased with their oversight and cooperation. The town is fortunate to have Benfield Farms for senior housing.

The Board was successful in resolving a number of local housing complaints. One complaint required a full inspection conducted by the Health Agent and Plumbing Inspector. The landlord agreed to make the necessary repairs within the timeframe set by the Board. Eventually the tenant was ordered to vacate the premises. Another complaint involved a tenant smoking in a multi-unit housing complex with a no-smoking policy. The matter was referred to the management company.

Tick-borne Illnesses

There were 38 cases of reportable Lyme Disease, 1 case of Babesiosis and 8 cases of Anaplasmosis in 2015. Under reporting continues to be a concern. The free tick testing program for residents in collaboration with the Laboratory of Medical Zoology at UMass Amherst continued through June. Ticks had to be found attached to a person to be tested. Carlisle residents submitted 213 ticks: 48.06% tested positive for Lyme Disease; 6.53% for Anaplasmosis and 8.04% for Babesiosis. A number of ticks tested were found to have co-infections. Although the Board had hoped to continue the program, continued funding for the Community Incentive Challenge Grant was eliminated by the state.

The Lyme Disease Subcommittee continues to take an active role in educating residents about tick borne diseases. In January the Board and the Subcommittee hosted a panel discussion on the advantages and disadvantages of a deer management program with the ultimate goal of controlling tick populations and tick-borne disease in town. Speakers included Dr. Barbara Roth Schechter (Dover Board of Health Chair), David Stainbrook (Div. of Fish and Wildlife), Pat Huckery (Div. of Fish and Wildlife) and a Deer Mgmt. Agent from Dover. Based on the interest expressed, the Selectmen placed a non-binding question on the annual ballot as to whether to allow bow hunting on town land. The article passed 305-90. The Selectmen are in the process of establishing a task force to explore town options.

The Subcommittee also investigated alternative means of controlling tick populations in town, such as use of the fungus *Metarhizium anisopliae* (Met52) and Fipronil bait boxes; participated in Old Home Day distributing brochures (with information about landscaping to limit tick populations) and answering questions, and, along with the Board, mentored a summer intern, Stephanie Moore, who worked on a symptom checklist for residents.

Animal Management

The Rabies Control Plan is an important tool for minimizing human exposure to potentially rabid animals and ensuring that anyone who is exposed receives appropriate treatment. The rabies response team includes the Board of Health, Police Department, Animal Inspectors and Countryside Veterinarian Hospital. Two dogs and a bat were tested at the State Lab. The bat tested positive for rabies. Following the retirement of long-serving Bob Dennison, the Selectmen appointed two new Dog Officers, Larry Sorli and Matt Svatek. Ten bites involving a cat or dog were reported to the Board. The Board applauds Carlisle pet owners for keeping pets up to date with vaccinations.

Another successful Rabies Clinic was held in March. The Board is grateful to Countryside Veterinary Hospital and Veterinarian Tiffany Rule who donated their services, charging only the cost of supplies. Eighteen dogs and fourteen cats were vaccinated at minimal cost to pet owners.

Animal Inspectors Larry Sorli and Deb Toher conducted 74 barn inspections to check on the health and welfare of animals in Carlisle. The Board thanks animal owners for taking excellent care of their livestock.

The Health Agent and the Animal Inspectors responded to multiple complaints about a loose horse in a neighborhood. The owner was notified and measures are being taken to prevent reoccurrence. Board member Lee Storrs was appointed as the Board's liaison to the new formed Agricultural Committee. The Board and Committee are considering a complaint resolution process to address animal management problems.

Participation in Regional Activities and Internships

Public Health Region 4A - The Board continues to take an active role in regional emergency preparedness as a Region 4A member under the Office of Preparedness and Emergency Management. The Board's staff helped to organize a well-attended Municipal and Emergency Management Shelter Training at the MA Army National Guard Readiness Center in Natick. The purpose of the training was to bring together state, regional, and local stakeholders responsible for shelter planning. Participation in these Regional events provides access to public health funding and resources.

Middlesex Tick Task Force (MTTF) – This is a regional collaboration dedicated to increasing awareness of tick-borne disease, educating residents on prevention, and promoting inter-town collaboration. This year MTTF concentrated on the tick testing program and educating residents on prevention.

Public Health Internships

Stephanie Moore, a Masters in Public Health candidate at Boston University, worked for the Board in a dual capacity under a field practicum and as a grant recipient creating a brochure on best practices for animal management, researching and preparing materials on tick-borne disease.

The Board agreed to mentor a Master of Science Capstone Project for Scott Zdankiewicz, an engineering student at UMass Lowell. The project involved obtaining local background noise levels, which will be useful in dealing with noise complaints.

Board of Health Annual Programs

The **Hazardous Waste Collection** was held in April with Clean Harbors. 103 households participated. Seven residents disposed of needles which are banned from regular trash collections. Sharps containers were for sale at the collection and available year round at the office. **The Senior Flu Clinic** was held in October with the assistance of Emerson Home Care and a number of volunteers from the Council on Aging. Ninety-three residents attended. Two home visits simulated a travel team dispensary.

Board of Health Finances FY15

Revenue

The FY15 operating budget was \$88,822. The Board also generated \$5,750 (licensing fees) and \$820 (Title 5 Inspection Fees) which went to the General Fund.

Expenses

The Board met all operating costs within budget. At the end of FY 14, the operating account balance of \$770 was returned to the General Fund.

Disease Prevention Special Account– The beginning balance was \$1750 and the ending balance was \$1649. This account covered the cost of sharps disposal containers which are available for purchase.

53 E ½ Revolving Account

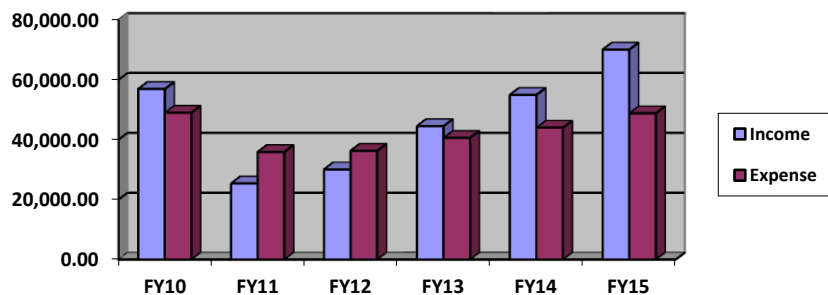
The Revolving Account beginning balance was \$27,286 with an ending balance of \$48,595. Income and expenses are shown in Table A. This account reflects fees collected to cover engineering, consulting and inspectional services for septic systems, wells, barn, and food establishments. Open encumbrances include 38 properties that have approved septic permits and are in various stages of construction. An additional 13 properties are pending final approval. Once a permit expires, it no longer carries a credit and the septic plan must be reapproved at current fees.

Expenses paid out of the 53E½ account include:

- Seven hours per week of the Administrative Assistant's wages \$7039.
- Animal inspection services for barns - \$2175
- Well inspection services - \$2880
- Food inspection services - \$450 paid from permit fees
- Food inspection services - \$202 town-paid inspections (school & local churches)

Table A. income and expenses for the 53E½ account (six years)

| 53E 1/2 | FY2010 | FY2011 | FY2012 | FY2013 | FY2014 | FY2015 |
|---------|-----------|-----------|-----------|-----------|----------|----------|
| Income | 56,924.00 | 25,402.00 | 30,055.00 | 44,505.00 | 54959.95 | 70111.25 |
| Expense | 49,009.00 | 35,884.00 | 36,270.00 | 40,607.00 | 43992.77 | 48595.30 |



Community Septic Loan Program (CSLP):

The Town was approved for an additional \$200,000 from the State Revolving Fund administered by the Massachusetts Department of Environment Protection to continue the loan program. One application was approved in 2015 in the amount of \$19450.00. A total of 7 households have benefited from the program since its inception.

Grant Revenue

Septic Loan Program Administrative Grant– No administrative expenses were charged to the loan program in 2015. The current balance is \$887.

Public Health Emergency Preparedness (PHEP) – The Board received \$4200 in PHEP funding. Funds were used to support emergency preparedness planning. Expenses included service for cell phone and iPad (\$1288), Apple iPad2 (\$796), attendance at Mass. Health Officer's Conference (\$1010), and trainings (MAHB \$428).

Mass. Health Officers Mini Grant – The Board received \$1000 to hire a graduate level intern to work on tick borne disease incidence. The work involved developing a symptom checklist for tick borne diseases and an analysis of how reporting, diagnosis and treatment impact outcomes.

Community Incentive Grant – the Board shared a \$111,300 grant with 32 other towns to form the Tick Borne Disease Network, which provided free tick testing for residents. Testing concluded on June 30th.

In-kind services - the BOH received in-kind services conservatively valued at \$500 for a student internship sponsored by the MA Dept. of Public Health. The project involved creating a best practices brochure for livestock and web materials on tick borne disease.

Conclusion

The business of the Board of Health is in many ways the business of the town. It is the Board of Health's regulations, policies and licensing activities that ensure the residents of Carlisle will have clean water to drink, toilets that flush and a healthy population. The Board is very grateful to the taxpayers for their continued support in protecting the environment and the health of the community.

William Risso, Chairman

Donna Margolies, Vice-Chairman

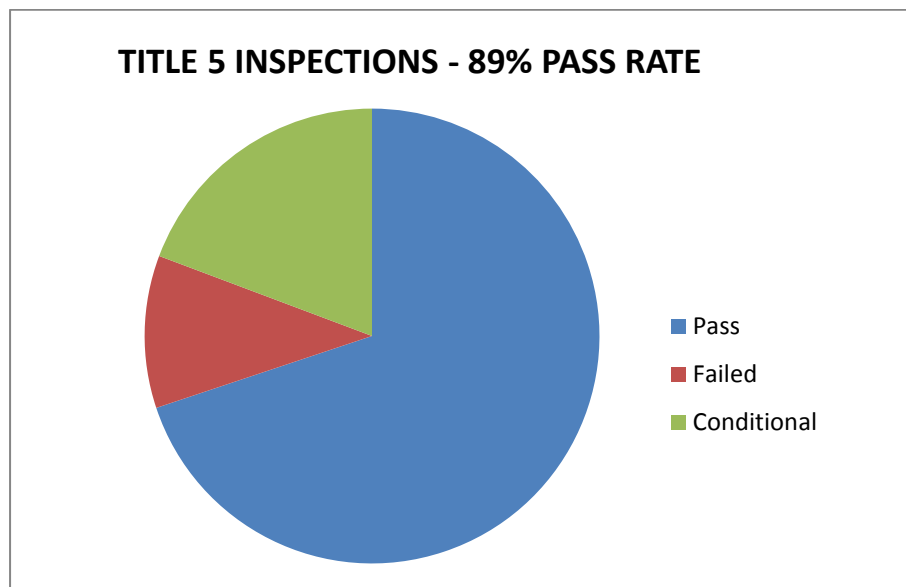
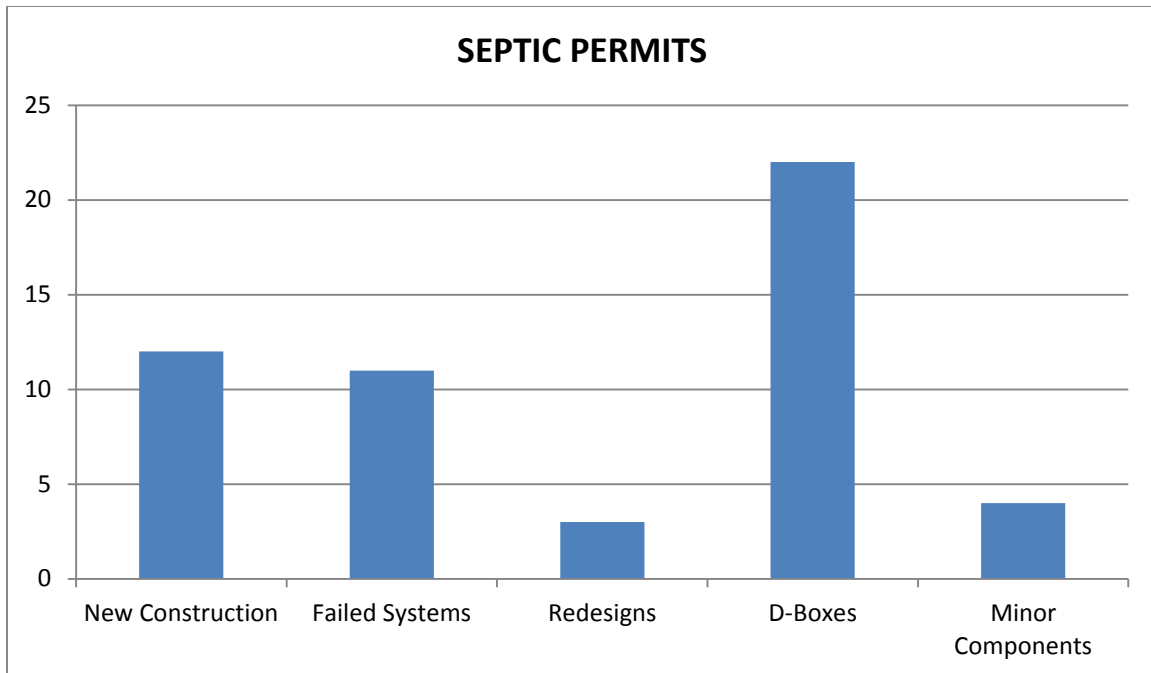
Catherine Galligan, Treasurer

Lee Storrs

Todd Thorsen

**BOARD OF HEALTH
2015 ANNUAL STATISTICS**

Septic Plan Allocations - 52 Septic Permits
12 New Construction, 11 Failed Systems, 22 Distribution Boxes,
3 Redesigns, 4 Minor Components,



General Statistics

| | |
|----------------------------|------------|
| Licenses Issued | 43 |
| ○ Septage Haulers | 12 |
| ○ Water System Installers | 6 |
| ○ Septic System Installers | 25 |
| Hazardous Waste | 103 |
| • Sharps Disposal | 7 |
| | |
| Senior Flu Clinic | 93 |
| | |
| Reportable Diseases | 61 |
| ○ Babesiosis | 1 |
| ○ Campylobacteriosis | 3 |
| ○ HGA | 8 |
| ○ Influenza | 9 |
| ○ Lyme Disease | 38 |
| ○ Salmonellosis | 1 |
| ○ Streptococcus pneumonia | 1 |

| | |
|---|----------------|
| Food Establishments | 13 |
| ○ Churches (3), School (1) Council on Aging (1) | 5 |
| ○ Residential Kitchens | 2 |
| ○ Farmers Market (Summer) | 2 |
| ○ Food Service/Retail | 3 |
| ○ Ice Cream Stands | 2 |
| One Day Food Permits: | 10 |
| Barn Inspections | 78 |
| Rabies Clinic | dogs 18 |
| | cats 14 |
| Animals Tested | 3 |
| Animal Bites reported | 10 |
| | |
| Camp Inspection | 1 |
| Well Permits & Repairs | 12 |
| | |
| | |

BUILDING COMMISSIONER

During the period January 1, 2015 through December 31, 2015, 211 building permits were issued as follows, and \$74,271.06 collected in fees, which were turned over to the Town Treasurer. The Building Inspector addressed 0 zoning issues and complaints.

Number of Permits

| | |
|-----|--------------|
| 8 | New Dwelling |
| 7 | Addition |
| 106 | Alteration |
| 2 | Garage |
| 3 | Porch/Deck |
| 0 | Barns |
| 11 | Sheds |
| 11 | Woodstoves |
| 4 | Pool |
| 0 | Pool House |
| 39 | Roof |
| 21 | Solar |

INSPECTOR OF WIRES

During the period January 1, 2015 through December 31, 2015, 197 electrical permits were issued and \$12,862.50 collected in fees and turned over the Town Treasurer.

PLUMBING INSPECTOR

During the period January 1, 2015 through December 31, 2015, 101 plumbing permits were issued and \$4,990.00 collected in fees, which were turned over to the Town Treasurer.

GAS INSPECTOR

During the period January 1, 2015 through December 31, 2015, 119 gas permits were issued and \$3,460.00 collected in fees, which were turned over to the Town Treasurer.

**FIRE DEPARTMENT
PERMITS ISSUED**

During the period January 1 to December 31, 2015

The following permits were issued:

| | |
|--|------------|
| Blasting | 2 |
| Cannon Firing | 0 |
| Cooking Fire | 0 |
| Dance Hall- MGL CH. 148, Sect. 26G1/2 | 11 |
| Explosives | 0 |
| Facility Inspections | 2 |
| Fire Alarm System | 22 |
| Fireworks | 0 |
| Fuel Tank Installation | 5 |
| Fuel Tank Removal | 9 |
| LP Gas Installation | 30 |
| Oil Burner Installation | 13 |
| Agricultural Burning | 1 |
| Open Burning | 613 |
| Smoke & CO Detector | 89 |
| Sprinkler System | 1 |
| Tentage | 0 |
| Welding | 3 |
| Temp. Heater | 0 |
| Other | 5 |
| TOTAL | 805 |

A total of \$7,287.23 was collected and turned over
to the Town Treasurer.

CARLISLE HOUSING AUTHORITY

Mission

The mission of the Carlisle Housing Authority is to develop and support affordable housing opportunities for Carlisle, while preserving the semi-rural character of the Town. The Housing Authority also works with other Town departments and boards to provide housing education to Carlisle residents and serves as the Town's point of contact for housing referrals to residents and non-residents.

Membership

The Carlisle Housing Authority has five members, four of whom are elected by the Town. The fifth member is appointed by the Governor on the nomination of the Board of Selectmen, pursuant to Massachusetts statute (M.G.L. c. 121B). Members serve for five-year terms and can be re-elected or reappointed. Carolyn Ing was appointed by the Governor to a full term in 2011 which will end in 2016. Alan Lehotsky was reelected in 2013 and served as Chairman throughout 2015. Mark Levitan was elected in 2014 and served as Vice-Chair from August 2015 through the end of the year, following his service as Secretary from January to August. Carolyn Ing served as Treasurer through August 2015. Steven Pearlman served as Treasurer from August through the end of the year. Barbara Bjornson was appointed by the Board of Selectmen in May 2015, to fill the position left open by the resignation of W. Randall Brown, and served as Secretary from August 2015 through the end of the year.

In addition to their service to the Board, members serve as liaisons on other Town boards and committees. Carolyn Ing served as the Housing Authority's representative on the Affordable Housing Trust (Trust) throughout the year, and was reappointed to this post by the Board of Selectmen in June 2015. Her term expires in June 2016. Steven Pearlman represents the Housing Authority on the Community Preservation Act Committee.

Affordable Housing Development - Year in Review

In 2015, the Housing Authority held 15 meetings, for which agendas and minutes are on file with the Town Clerk. Highlights of these meetings follow.

January –March 2015:

NOAH Benfield Farms Senior Housing Development¹.

During this period, the Housing Authority voted to support NOAH in its proposed two-part tax abatement request, which would include providing the services of a Resident Services Coordinator. Complaints were received from residents of odors outside the building, and the Housing Authority supported the Building Commissioner's effort to investigate and resolve this problem.

Group Home Duplex for Intellectually-Disabled Adults: In January, the Housing Authority received one proposal in response to the Request for Proposals for a 9-bedroom duplex group home for intellectually-disabled adults, released by the Housing Authority in December 2014. The board conducted a review of the proposal, engaging outside assistance for financial review.

Board members conducted reference checks as part of this process; Carolyn Ing and Steven Pearlman took on this task, assisted by Elizabeth DeMille Barnett, Housing Coordinator. The references included a state agency (DDS), other communities, and financial institutions. According

to Mr. Pearlman and Ms. Ing, the references indicated that the developer's previous projects were high quality developments which met or exceeded state and community standards. In March, the Board concluded its evaluation, finding the proposal from TILL, Inc. (TILL), to be "Highly Advantageous" in all proposal evaluation categories. The board voted to invite the proposer to enter into negotiations for a ground lease. The board also voted to retain Kathleen O'Donnell as Special Counsel to advise on the ground-lease project.

2015 Housing Production Plan: Mr. Lehotsky and Mark Levitan agreed to serve and were nominated by the Board to be appointed by the Board of Selectmen to the Carlisle Housing Production Plan Committee (HPPC).

April to August 2015

NOAH Benfield Farms Senior Housing Development: The Board of Health issued a Temporary Certificate of Compliance pending the regrowth of the grass on the septic system leach field. The Friends of the Council on Aging held their Annual Meeting at the development (second year in a row). In August, NOAH was notified by the American Institute of Architects (AIA) that Benfield Farms had been selected by AIA's juried Design for Aging competition, as one of the 15 top projects nationally. The citation, to be published in Design for Aging, Cycle 13 (2016), states: "This comprehensive review of architectural design trends for the aging will become a reference for providers, developers, users, advocates, architects, interior designers, landscape architects, and other design professionals. This competition furnishes architects and their teams the opportunity to demonstrate innovative solutions that improve the quality of life within specific project constraints."

TILL Group Home duplex: In May TILL met with the Building Commissioner, John Luther. In June 2015, Mr. Lehotsky, as authorized by vote of the Housing Authority, entered into Land Development Agreement with TILL for a 1.36-acre portion of a 5-acre property acquired by the Affordable Housing Trust pursuant to a vote of Town Meeting, for the purpose of developing a duplex group home for adults with intellectual disabilities. The group home is not to exceed 9 bedrooms. Also in June, TILL gave a presentation to the Carlisle Board of Selectmen, which was broadcast on CATV.

2015 Housing Production Plan: Alan Lehotsky and Mark Levitan continued to serve on the HPPC, which met five times during this period.

September to December 2015

NOAH Benfield Farms Senior Housing Development. The Council on Aging (COA) reported that it held a Serving the Health Insurance Needs of Everyone (SHINE) Program in the Benfield Farms common room. In December 2015, NOAH reported that the senior rental development was continued to be fully leased throughout the year. In November the TD Charitable Fund announced that it was awarding a \$100,000 grant to the project for the purchase of solar panels.

TILL Group Home duplex: In July, TILL met with the Conservation Agent at the Conservation Agent's request, in advance of preparation and filing of a Notice of Intent for the group home project. This was followed by meetings in August with the Conservation Agent, the Board of Health Agent, Planning Administrator, the Town Administrator, to further discuss the project and the schedule for filing of permits and construction of the group home. At the end of August, the Board of Selectmen announced that Site Plan Review (SPR) would be required for the TILL group home project. In September, the Affordable Housing Trust, in consideration of the increased project costs

due to SPR, voted to pay up to \$20,000 of the Town permitting fees incurred by TILL and to request that the Board of Selectmen reduce the Building Permit fee by 50%, as it had done for the Benfield Farms project.

In October, the Planning Board opened its SPR Hearing. Following this, the Board of Selectmen opened their SPR Hearing. The Planning Board hearing was continued to November. In November the Board of Health issued the septic and well permits to TILL, and the Conservation Commission issued an Order of Conditions under MGL c. 131 (Wetlands Protection Act). In conjunction with the issuance of the septic permit, the Affordable Housing Trust recorded a 0.9-acre “nitrogen credit” area on deed for the 5-acre property it had acquired for this project. The Board of Selectmen concluded their SPR Hearing at the end of November.

In December, the Conservation Commission issued an Amended Order of Conditions to address certain issues raised with the original. Later in December, the Site Plan Review Decision was approved by the Board of Selectmen.

2015 Carlisle Housing Production Plan: Mr. Lehotsky and Mr. Levitan continued to serve on the HPPC. In September, as required by Department of Housing and Community Development (DHCD) regulations (760 CMR 56), the Board of Selectmen and Planning Board approved a final draft Housing Production Plan for submittal to DHCD. DHCD approved the Housing Production Plan a month later.

Policy and Program Development

Throughout 2015, the Housing Authority, through the Housing Coordinator, received inquiries for housing referrals/education on a near-daily basis. These inquiries were primarily questions about rental housing for seniors and non-age-restricted rental units.

Council on Aging:

The Housing Coordinator participated in the Council on Aging Concord-Carlisle community access television show (CC-TV), which included a presentation on affordable housing resources for all ages called “Staying in Town.”

Massachusetts Housing Partnership – 2015 Housing Institute: The Housing Coordinator along with members of the Affordable Housing Trust participated in this institute, held in June.

Financial Summary – Fiscal Year 2015

General Budget Income:

| | |
|---|----------|
| July 1 2014 to June 30, 2015 Housing Authority Budget for office expenses, equipment and professional training. | \$500.00 |
|---|----------|

CPA Affordable Housing Development Appropriation Account Balances:

| Name | July 1, 2014 | June 30, 2015 |
|---|--------------|---------------|
| Benfield Affordable Housing | \$10, 228.72 | \$10,108.64 |
| CPA Grant 2014-1 Housing Authority Appropriation (Authorized Affordable Housing Trust 11/17/2014) | \$65,000.00 | \$60,489.27 |

Expenses

| Housing Authority Town Budget | Balance as of July 1, 2014 | Balance as of June 30, 2015 | FY20154 Expenses |
|-------------------------------|-------------------------------|--------------------------------|---------------------|
| | \$500.00 | \$170.70 | \$329.30 |

Benfield CPA Affordable Housing Development Appropriation – Expenses

| | |
|--|----------|
| June 30, 2014 — July 1, 2015 Carlisle Housing Authority Special Town Counsel, Benfield Farms | \$120.08 |
| Total FY2015 Expenses | \$120.08 |

Group Home Duplex CPA Appropriations

| | |
|---------------------------------|------------|
| November 17, 2014— July 1, 2015 | \$4,510.73 |
| Total FY2015 Expenses | \$4,510.73 |

In closing this report, the Housing Authority would like to recognize the contributions of many Town boards and staff over the past year on various aspects of the Benfield Farms project and for the proposed TILL Group Home Duplex, and to thank the residents of the Town of Carlisle for their ongoing support for these projects. We are particularly grateful for the service of Steven Pearlman, board member, who volunteered his time on the environmental permitting for the TILL project. We also are grateful for the dedication of Carolyn Ing, board member, who has continued to serve on both the Housing Authority and the Affordable Housing Trust. Numerous residents have called, written or stopped by Town Hall to offer suggestions and support for ideas for future projects and their ongoing affordable housing-related concerns. We welcome their input and encourage their continued suggestions.

Members:

Alan P. Lehotsky, Chairman

Mark Levitan, Vice-Chair

Carolyn Ing, Treasurer (January 2015 through August 2015)

Steven Pearlman, Treasurer (August 2015 to December 2015)

Barbara Bjornson, Secretary (August 2015 to December 2015)

¹ The NOAH Benfield Farms project is a ground-lease development on a 4.39-acre portion of the Town-owned Benfield property that is owned by the Housing Authority. Benfield Farms, which opened in March 2014, consists of 26 units of senior rental housing. The project was funded in part by Town contributions totaling nearly \$500,000, including funding for master planning efforts and \$425,000 approved by Town Meeting for infrastructure development. These costs are in addition to the pro-rata share of the land purchase cost, which was \$2 million for the approximately 45-acre property. The total value of the Benfield Farms development is approximately \$10 million.

CARLISLE AFFORDABLE HOUSING TRUST

The Affordable Housing Trust Fund (Trust) was established by the Town of Carlisle, acting by and through its Board of Selectmen under the provisions of Massachusetts General Laws chapter 44 §55, through a Declaration of Trust (Declaration) made on October 24, 2006, and approved by vote of the 2006 Annual Town Meeting. The Trust is administered by seven Trustees, appointed by the Board of Selectmen.

The purpose of the Trust is to provide for the preservation and creation of affordable housing in Carlisle. The Declaration authorizes the Trustees to acquire by gift, purchase or otherwise, in accordance with procedures set forth in the Declaration, real estate and personal property, both tangible and intangible, of every sort and description in furtherance of this purpose.

In June 2015, the Trust accepted the resignation of Trustee Douglas Stevenson, with regret and great appreciation for his many years of service. In June, E. Lyn Lemaire was appointed as Trustee by the Board of Selectmen. In July, the Trust accepted the resignation of Trustee Peter Scavongelli, who had served as a valued member of the Board since 2009. In September, Trustee Karina Coombs was elected Chairman of the Trust and Trustee Carolyn Ing elected Vice Chair. In October, Claude von Roesgen was appointed as Trustee by the Board of Selectmen.

This Annual Report highlights the activities of the Trust during 2015. During 2015, the Trustees held eight meetings, the agendas and minutes for which are on file with the Town Clerk. The activities of the Trust are summarized briefly below, in chronological order:

January to April 2015

338 Bedford Road: The Carlisle Housing Authority provided a procurement status update on its Request for Proposal for a ground lease developer. In March, the Housing Authority reported to the Trust that it had selected TILL, Inc., (TILL) as the developer. The Housing Authority noted that TILL had the funds in place to develop the project, and would not need to wait for state funding.

Trust consensus was that the property's existing house be demolished before proceeding with the proposed development. A committee was formed to coordinate the demolition process and consisted of: Vanessa Moroney; Douglas Stevenson; Gary Davis, Superintendent of Public Works; David Flannery, Fire Chief; John Luther, Building Commissioner; Timothy Goddard, Town Administrator; and Elizabeth DeMille Barnett, Housing Coordinator. One of the Trust's goals was to allow the Carlisle Fire Department the opportunity to hold training exercises at the property before demolition.

Inclusionary Zoning: The Trust continued discussion of inclusionary zoning, following a presentation on this topic made by the Housing Authority at the December 2104 meeting of the Trust. Consensus was that the next step was to discuss this as part of the 2015 Housing Production Plan strategic goals.

Community Preservation Act Funding/Town Meeting: The Trust submitted one Fiscal Year 2015 application for Community Housing funding to the Town's Community

Preservation Committee (CPC). Chair Vanessa Moroney gave a presentation to the April Town Meeting and the single CPA article was approved to provide the Trust with \$50,000 for the Community Housing Fund (non-designated).

2015 Housing Production Plan: In December 2014, the Board of Selectmen voted to develop a 2015 Housing Production Plan. In accordance with this direction, the Board of Selectmen appointed two Trust members to the Housing Production Plan Committee (HPPC): Vanessa Moroney and Karina Coombs. In April, the HPPC held its first meeting.

Planning Board Benfield Farms Memorandum: In April, the Planning Board proposed a Benfield Farms project review. After consulting the Community Preservation Coalition, a non-profit entity to which the Town belongs, it was determined that Community Preservation Act “Community Housing funds” could not be used for this purpose.

May to August 2015

338 Bedford Road. In June, the Trust voted to allow John Bakewell access to the well on the property, to support his commercial agriculture operation on an adjacent lot. The Building Department issued the Demolition Permit for the existing home and demolition commenced. TILL gave a presentation on its proposed project to the Board of Selectmen. Following this presentation, TILL began the permit application process.

M.G.L. Chapter 40B and 760 CMR 56 (1.5% General Area Minimum): Thomas Harrington, Town Counsel was invited to give a presentation on MGL Chapter 40B law and Fair Housing Act requirements. Kelly Guarino, former Chair of the Conservation Commission, gave a presentation to the Trust on the use of 760 CMR 56, specifically the 1.5% General Area Minimum, as a way to meet the state’s affordable housing requirements. Following this presentation, the Trust explored ways to fund a study to analyze “the 1.5%” path to meeting the Town’s Chapter 40B affordable housing requirement. It was determined that the Planning Board and Board of Selectmen jointly control funds that could be used for this purpose. The Planning Board was approached about pursuing this study and using the funds, but to date the Trust has not received any feedback.

2015 Housing Production Plan: Vanessa Moroney and Karina Coombs continued to provide progress updates on the preparation of the Housing Production Plan (HPP) document, including the data sources being used and the strategies being explored.

Benfield Farms: In August, Neighborhood of Affordable Housing (NOAH) was notified by the American Institute of Architects (AIA) that Benfield Farms had been selected by AIA’s juried Design for Aging competition, as one of the 15 top projects nationally. The citation is to be published in *Design for Aging, Cycle 13* (2016). This information was reported to the Trust. In November, NOAH notified the Town that it had received a \$100,000 grant from the TD Charitable Fund, for purchase and installation of rooftop solar panels at Benfield Farms, and intended to apply for the required building permit.

September to December 2015

338 Bedford Road: Demolition of the existing house was completed. The Carlisle Fire Department reported that it was able to conduct three training sessions on the property before the demolition. In September, the Trust voted to authorize reimbursement to TILL

for up to \$20,000 in project permit fees in continuing support of the project, including up to \$13,000 for the Building Permit fee to the Town. In November, the Trust voted to allow a 0.9-acre Title 5 Nitrogen Loading Restriction and Easement on the 5-acre property, which would support the TILL septic system. TILL submitted applications for and received the following permits: Board of Health septic and well permits; a Conservation Commission Order of Conditions and Amended Order of Conditions; and a Board of Selectmen Site Plan Review Decision.

Massachusetts Housing Partnership Municipal Trust Workshop: In December, five Trustees participated in this training session for affordable housing trusts.

Open Meeting Law Violation Complaint Filed: On December 4, E. Lyn Lemaire filed an Open Meeting Law violation notice of complaint with the Town Clerk. With the assistance of Town Counsel, the Trust responded to the complaint on December 21 to the Office of the Attorney General and is currently awaiting the outcome.

Financials

2014-1 and 2015-1 TM CPA Grants: As authorized, the Trust used funds from 2014-1 to demolish, to recycle and to remove materials from the existing home on the 338 Bedford Road property. In Fiscal Year 2016, the Trust used funds from the 2015-1 Grant to train Trustees for their work on the revised 2015 Housing Production Plan, as well as to implement the affordable housing strategies outlined in the current and new plan.

Income:

CPA Affordable Housing Development Appropriation Account Balances, Fiscal Year 2015:

| Account | Balance as of | |
|---|----------------------|------------------|
| | 7/1/2014 | 6/30/2015 |
| Community Housing (CPA – 2014-2 TM) | \$50,000.00 | \$0.00* |
| Affordable Accessory Apartment Program | \$90,000.00 | \$90,000.00 |
| 338 Bedford Road development (CPA - 2013) | \$5,431.28 | \$5,431.28 |
| 338 Bedford Road Development (CPA – 2014-1) | \$125,000.00 | \$54,590.50** |
| Banta-Davis Wastewater Treatment tie-in and Traffic Studies | \$15,414.58 | \$15,414.58 |
| Earnings on Investments inception to date | \$3,779.32 | \$3,888.90 |

*2014-2 was retracted in full by the Community Preservation Committee, following the approval at the April Town Meeting of 2015-1 for \$50,000 of Community Housing Funds (non-designated) for FY16.

**\$65,000 transfer authorized to the Carlisle Housing Authority on 11/17/2014 to be used for the 338 Bedford Road development.

Expenses

Fiscal Year 2015 CPA Affordable Housing Development Appropriation – Expenses

| Purpose/Description | Amount |
|---|---------------|
| Affordable Accessory Apartment Program | \$0.00 |
| 338 Bedford Road development (CPA – 2013 TM) | \$0.00 |
| Banta-Davis Wastewater Treatment tie-in and Traffic Studies | \$0.00 |

| | |
|--|-------------|
| 338 Bedford Road Development (CPA – 2014-1 TM) | \$70,409.50 |
| Earnings on Investments | \$0.00 |

Respectfully submitted,

Karina Coombs, Chair (September through December 2015), trustee

Carolyn Ing, Vice-Chair, Carlisle Housing Authority, trustee

Vanessa Moroney, Chair, (July 2014 through August 2015), Board of Selectmen, trustee

Nathan Brown, Board of Selectmen, trustee

John Gorecki, Board of Selectmen, trustee

E. Lyn Lemaire, Board of Selectmen, trustee (July through December 2015)

Claude von Roesgen, Board of Selectmen, trustee (November to December 2015)

COUNCIL ON AGING

Mission

The mission of the Council on Aging (COA) is to provide advocacy and support services to help Carlisle seniors live dignified and independent lives. The COA strives to continually improve the quality of life for Carlisle residents age 60 years and older, by identifying the needs of the population and matching available resources, both public and private, to meet those needs.

What is the Council on Aging?

The Council on Aging is a human services department within the Town of Carlisle with a volunteer Board of Directors who are appointed by the Carlisle Board of Selectmen. Established under Massachusetts General Laws, Chapter 40, Section 8B, Councils on Aging plan and implement programs designated to meet concerns of the aging in coordination with programs of the Massachusetts Department of Elder Affairs.

Along with the policy direction, advice and support of the Council on Aging Board of Directors, the COA implements a multitude of programs for the benefit of Carlisle seniors and other residents to provide for social interaction, physical exercise and intellectual and cultural stimulation. The COA also coordinates with area organizations such as Minuteman Senior Services to improve health and safety through direct outreach and education.

Who we serve?

As our name would imply, the Council on Aging was chartered to serve Carlisle's older adult population. In Massachusetts the older adult/senior cohort is considered anyone age 60 and over. As shown below, approximately 85% of the time that is indeed who we serve. However, sometimes social service needs, such as food or fuel assistance, and the value of intergenerational programming trumps all and our services extend to younger age groups. The following is a high level breakdown of participant demographics for those who took place in our programs during 2015:

| | | | |
|---------------|-----|--------------|-----|
| Age 60 + | 85% | Under Age 60 | 15% |
| Female | 65% | Male | 35% |
| From Carlisle | 80% | Out of Town | 20% |

Due to the maturation of the "Baby Boom Generation" Carlisle, like most towns, has seen an increase in our age 60 and over population. According to current Town Clerk records, the distribution of Carlisle's older adult age population at the end of 2015 stood at:

| | | | |
|----------|------|-----------------|----------------------------|
| Age 40 + | 45% | 3,050 residents | Total Population = 5,241 |
| Age 50+ | 35% | 2,352 | (not including 95 whose |
| Age 60+ | 25% | 1,293 | birthdates were unknown at |
| Age 70+ | 9.5% | 493 | the end of 2015) |
| Age 80+ | 2.8% | 146 | |
| Age 90+ | 0.3% | 17 | |
| Age 95+ | 0.1% | 4 | |

What we do: COA services include but are not limited to: Outreach, Transportation, Meals on Wheels, Senior Tax Workers, Nutrition, Health & Exercise as well as working to prevent

cases of isolation through our *Friendly Visitor/Friendly Caller* program and coordination of other social services such as Medicare/Healthcare assistance and our durable medical equipment lending program, which are both coordinated through Carlisle volunteer SHINE counselor Clyde Kessel (SHINE stands for: Serving the Health Information Needs of Everyone).

It is also not uncommon for the COA to lend assistance to non-senior Carlisle residents, especially in the areas of food or fuel assistance. For example, Fuel Assistance volunteer Gio DiNicola aids COA staff members in assisting Carlisle residents fill out fuel assistance applications. Gio and Clyde are but two of over 100 volunteers that lend a hand to the COA to help fellow Carlisle residents. We could not do what we do without them.

The following charts detail some participation numbers for the COA's programs in 2015.

| <u>COA Database Numbers for Calendar 2015</u> | | |
|---|-----------------------|----------------------------|
| How much we do: | | |
| Overall Broad Categories of Service | <i>Activity Count</i> | <i>Unique Participants</i> |
| COA Event Participation | 6,403 | 618 |
| Transportation | 2,287 | 150 |
| Meals on Wheels | 1,000 | 8 |
| Other Services | 260 | 257 |
| Volunteer Assistance Provided | 768 | 135 |
| Total Served | 10,718 | 720* |
| COA Event/Program Summary | <i>Activity Count</i> | <i>Unique Participants</i> |
| Community Education | 345 | 169 |
| Nutrition (COA breakfasts & lunches) | 2,049 | 256 |
| Cultural Events | 612 | 190 |
| Fitness/Exercise | 2,407 | 114 |
| Health Screening | 320 | 140 |
| Recreation/Socialization | 521 | 226 |
| Other Programs (ex. Intergen. Poetry) | 149 | 30 |
| Program Totals | 6,403 | 618* |

*Note – Unique participants were calculated for each category but often overlap between categories with the result that the overall number of participants cannot be calculated by simply adding the participant numbers from each individual category.

Outreach –During calendar year 2015, along with our volunteers, COA staff members Angela Smith, Deborah Farrell, Linda Cavalla-Murphy and Mary Hopkins averaged 485 client calls or meetings per month; more than a 15% increase in volume from the prior year. Additional help is provided by Licensed Social Worker, Peter Cullinane. Below is a breakdown of the type of first hand contacts that COA staff had with Carlisle residents.

| 2015 Annual Contact Statistics | Annual | Monthly Averages |
|---|---------------|-------------------------|
| • Case Mgmt./Advocacy/Outreach | 2,544 | 212 |
| • General Information | 1,028 | 86 |
| • Volunteer Activity Coordination | 643 | 54 |
| • Program Planning | 369 | 31 |
| • Misc./Other (ex: employment assistance) | 284 | 23 |
| • Senior Tax Worker Program | 237 | 20 |
| • Senior Friendly Calls/Visits (Volunteers) | 203 | 17 |
| • Food or Fuel Assistance – Seniors | 162 | 14 |
| • Medical Equipment lent to Seniors* | 119 | 10 |
| • Contractor Communication | 90 | 8 |
| • Senior Visits (Outreach) | 37 | 3 |
| • SHINE (Medicare & Health assistance) | 34 | 3 |
| • Yard Work | 27 | 2 |
| • Food or Fuel Assistance – Non-Seniors | 19 | 2 |
| • Medical Equipment lent to Non-Seniors* | 12 | 1 |
| • <u>Legal Assistance (referrals)</u> | 12 | 1 |
| Total | 5,820 | 485 |

*Total Count of Medical Equipment Loaned 199 17

Transportation/Trips – In 2015 the COA, through Transportation Coordinator Deborah Farrell, helped arrange over 190 rides per month to about 150 people with transportation needs (rides are defined by state transit authorities as one-way trips). This was a 15% increase from 2014. Most rides were to medical appointments, COA events, or shopping. About 10% of the rides were through our volunteer network of *Friendly Drivers*.

Through volunteer travel coordinators Joanne Willens, Sandy McIlhenny and Lillian Debenedictis, the COA also sponsored a variety of interesting day trips. Destinations included local restaurants and museums such as the JFK Library, the Boston Flower Show, Quechee Gorge in Woodstock-Vermont and trips to see numerous plays.

Volunteers

Valuable COA staff time mainly that of Outreach & Program Manager, Angela Smith, is spent coordinating volunteers and others who help town departments as part of the Senior Tax Worker program. Even excluding the Senior Tax Workers, Carlisle volunteers saved the Town a lot of money in 2015, providing over 3,900 hours of volunteer service that was worth about \$45,000 in wage expense (conservatively estimated on a \$10 hourly wage for most categories). Our volunteer program provides a great sense of purpose to those who help out and by all accounts is also extremely beneficial to the town.

Communications – One of the strengths of Carlisle’s Council on Aging is the strong mix of communications media utilized, including:

Hardcopy Monthly Newsletter – The *Carlisle Connection* is an eight-page print newsletter that is delivered free of charge to over 900 seniors ten months of the year. Sponsorship in the form of ads in the newsletter help our publisher cover the cost of printing, and mailing costs are borne by a combination of Town and grant funding from the State, the Community Chest, and our terrific Friends of the Carlisle Council on Aging group!

New – Carlisle Email Newsletter(s) – Based on a recommendation of the COA Long Range Plan Marketing & Communications Task Force and supported by COA staff and principal production volunteer, Maxine Crowther, the COA created two email newsletters towards the end of the first quarter of 2015. *Bits & Bytes* is an updated summary of COA events and activities that's being produced weekly. *News You Can Use* is a variation of the email communication that goes out as needed to give people a quick heads-up about events that might prove important to them or that they might not know about and that we might not have room for in our newsletter.

Carlisle Mosquito - Council on Aging staff and board members contribute articles, notices and letters to the *Mosquito*. Long-time COA Board member Verna Gilbert works as a volunteer *Mosquito* staffer.

Cable Television – The Council on Aging films a cable television show on a monthly basis via Concord Carlisle Cable Television (CCTV). In 2015 the program was hosted by a rotation that included longtime host Bert Williams, former Selectman Tim Hult, and Friends of the COA vice-chair Kerry Kissinger. With grateful assistance from CCTV staff, the show was produced by several of our volunteers: Donna MacMullan, Abha Singhal and Reuben Klickstein.

How We Are Funded? - The Council on Aging is supported through the Carlisle Town budget, a departmental revolving fund for donations and fees, and a combination of grants, led by the *Friends of the Carlisle Council on Aging* (FCCOA), which is a 501c (3) non-profit organization devoted to helping Carlisle Seniors. Grant support was also provided by the *Concord-Carlisle Community Chest*, the *Executive Office of Elder Affairs* through its State Formula Grant program, and the *Carlisle Cultural Council*. Lastly, the Carlisle COA also received a grant through the Town's affiliation with the Lowell Regional Transit Authority (LRTA). The COA gratefully acknowledges the help and support of all of these generous organizations.

COA Highlights & Changes during 2015

COA - Long Range Plan: In 2015 the COA's Long Range Planning Committee members implemented suggestions from the COA Marketing & Communication Task Forces. To help with this, Carlisle graphic artist and volunteer David Freedman created a new COA logo, which also incorporated our new tagline "Connect, Discover, Engage." The object of the new logo and tagline is to help us deliver our message in an informative and eye-catching way. New COA committees were formed to work on specific areas of focus that the Long Range Plan (LRP) called for, such as sponsoring a new community event and looking at space opportunities in Carlisle. The chosen community event was a Carlisle Intergenerational Road Race, which brought together residents from under age 6 to over age

90. It took place on Veterans Day in the fall of 2015 and despite some challenging weather, it was a huge success. A flag raising ceremony with Carlisle's veterans and a gathering of local vets took place on the same day. It looks like we have the beginnings of a new tradition.

Progress was also made on the LRP's current annual focus areas of Nutrition and Programming space. COA staff modified and subsidized the operations of breakfast and lunches held at both local tech high schools, Minuteman and Nashoba Valley Tech, to make these "congregate" meals more affordable for those that might not have been attending due to price. And a newly comprised COA Space committee was formed with Jerome Lerman as chair, to examine ideas to meet future COA space needs. The Long Range Plan can be seen at: http://www.carlislema.gov/Pages/CarlisleMA_COA/index.

Intergenerational Collaborations & National Recognition: In February of 2015, a small delegation from Carlisle, traveled to Washington, D.C. to accept an award for being designated a 2015 "Best Intergenerational Community" by non-profit, Generations United. This was the first such award for any community in New England.

It followed an 18-month process during which time a cross-departmental task force from Carlisle met to review and document Carlisle's many services and programs that make the town a great place for all ages to live in. Members of the task force included: Patti Russo, Tom Dunkers, Helen Young, Kerry Kissinger and David Klein. Other members included: CPS School Superintendent Joan Wickman, Library Director Katie Huffman and Assistant Director Marty Seneca, and Recreation Department Director Holly Mansfield. The delegation to Washington was led by Board of Selectman Chair John Gorecki. A flag commemorating the award has been displayed in Carlisle Town Hall and the Carlisle Public Schools.

Transportation Initiatives – In the fall of 2015 the COA, through our Regional Transit Authority, the Lowell RTA, received a new, grant-obtained, handicapped-accessible vehicle for the purpose of creating additional transportation resources for Carlisle's senior and handicapped residents. At the same time a town bid process resulted in the COA partnering with a livery firm to operate the new vehicle with broader hours of operation than the COA currently offers. To help make the new transportation option more affordable, the COA began managing a pilot program that offers handicapped and senior resident discounts through a voucher program that's being supported by funding authorized at Town Meeting in the spring of 2014. Information about the program is available at: www.carlislematransportation.com.

Senior Housing: The COA continued to build bridges in and among the senior housing facilities in Carlisle. In 2015, the COA built on the momentum available after the 2014 opening of the Affordable Housing Trust's, Benfield Farms, age 62+ facility. Several COA activities and services are being held at Benfield Farms on a regular basis, as they are at Village Court as well, and Benfield residents seem quite comfortable coming to the COA for various activities.

Special thanks must be extended to the Council on Aging Board, who are often the core of our volunteer efforts, and without whom much of what we do would not be possible. The COA Board as of the end of calendar 2015 included:

COA Board Members

Verna Gilbert, Chair
Donna MacMullan, Vice Chair
Walter Hickman, Treasurer
Elizabeth Acquaviva, Co-Secretary
Kathy DeVivo-Ash, Co-Secretary
Gio DiNicola
Peggy Hilton
Reuben Klickstein
Jean Sain

COA Board Member Associates

Abha Singhal
Lillian DeBenedictis
Jerome Lerman
Helen Lyons
Muggsie Rocco
Abha Singhal

More Special Thanks - In the spirit of collaboration often seen in Carlisle, it is common for the Town's departments to work together. Examples are too numerous to remember! The COA works with the Police Department (PD) to help prevent scams and identify isolated and frail seniors who may benefit from a program called R U OK, in which the Carlisle PD provides a daily check-in telephone call. Similarly, the COA, in collaboration with the Town's Local Emergency Planning Committee, works with the Fire Department to manage a "special needs" list of residents who wish to be contacted during severe weather or other emergencies where they may need assistance.

The COA works with the Housing Authority coordinator on affordable housing and the Health Department on flu clinics and other health initiatives. The COA works with the Schools on intergenerational opportunities and with the Building Inspector to help seniors who may have infrastructure or safety concerns about their homes. The COA and the Gleason Library have a particularly close working relationship, often coordinating and co-sponsoring cultural and community activities such as the monthly *Community Conversations*. The Library and the COA 'Friends' groups work together in co-funding Carlisle programs. The Concord Carlisle Community Chest helps co-fund our part-time Licensed Social Worker and other important programs. We want to thank all of our Town Hall and other department personnel who so often render assistance and care for the community.

HISTORICAL COMMISSION

The main role of the Carlisle Historical Commission (CHC) is to act as the Historic District Commission for the Carlisle Historic District, which primarily includes the town center, and to act as the Historical Commission for the town as a whole. The membership of the Historical Commission is prescribed by Article 9 of the Carlisle General Bylaws, and consists of 5 members and up to 3 alternate members to be appointed by the Selectmen. The membership must include at least one architect and a nominee from the Carlisle Planning Board.

The Historic District and Historical Commission were created to preserve and protect the distinctive characteristics and architecture of buildings and places that are significant in the history of Carlisle; to maintain and improve the settings for such buildings and places; and to encourage designs compatible with the character of the Historic District.

In its role as the Historic District Commission, the CHC receives, hears, and rules on applications for alterations to the exterior of structures within the Historic District, and alterations to hardscaping (paving, stone work, etc.) on a property. During 2015, the CHC reviewed nine new applications, and issued six Certificates of Appropriateness. The applications reviewed by the Commission included:

- Reviewed, modified and approved an application for replacement of the front center doors at the First Religious Society
- Reviewed an application for a sign and installation of a shed as part of a small business in the Historic District. Due to pending business decisions, this application was withdrawn by the applicant.
- Reviewed, modified and approved an application for removal of entrance gates and a small part of a stone wall at a property within the Historic District.
- Reviewed modified an approved an application for replacement of sections of fencing and a gate at a property in the Historic District
- Reviewed, modified and approved an application for installation of a walkway safety railing.
- Reviewed an application for window replacements and temporary use of a small sign, and suggested some small changes to render an application unnecessary.
- Reviewed a request to demolish and reconstruct “in kind” a historic home within the Historic District for which an application had been previously made to renovate the structure. It had been determined by the applicant, and agreed by the Commission, that renovation was not feasible.
- Reviewed, modified and approved an application for installation of a railing at the entrance of a small business within the Historic District.

The CHC also held informal discussions on several of these applications before the formal hearing – a process that the Commission encourages to provide guidance to the applicant and to streamline the hearing process.

The CHC provided input to other Boards and Committees on several matters, including input on the Community Preservation Plan developed by the Community Preservation

Committee. They also discussed with the Pathways Committee II its plans for installation of a new section of pathway in front of 21-23 and 45 Bedford Rd, which would complete the Town Center main road pathways.

Early in the year, the CHC met with Gleason Library Trustees concerning their application to the Community Preservation Committee for CPC funding for stabilization and preservation of the Danner collection of Civil War artifacts. The Commission provided a letter of support to the CPC regarding this 2015 application. The CHC also met with the Town Clerk to discuss her application for CPC funding for preservation of certain Town records from the 1700s and 1800s. After discussion, the Commission requested that more input be obtained from the preservation consultant on the various approaches to document preservation, and it was agreed that an application for CPC funding would not be put forward until this information was gathered and reviewed.

During the summer, the CHC began looking into possible preservation work at the Central Burying Ground (Lowell St). Fannin-Lehner Preservation Consultants reviewed the records of this site contained in the Town's 2010 Historical Resources Survey (prepared by preservation consultants Anne Forbes and Gretchen Schuler), studied the site, and presented their preservation approach to the Commission. The Commission then decided to investigate grounds and historic landscaping work for an overall preservation approach to the site. Landscape architect Martha Lyon and Fannin-Lehner preservation consultants submitted a joint proposal for historic preservation of the site, and the Commission prepared an application for CPC funding for submission in early 2016.

Regarding support for other CPC applications to be filed in early 2016, the Commission heard a presentation from Directors of the Carlisle Conservation Foundation (CCF) who planned a joint application with the Conservation Commission for \$850,000 in CPC funding toward the purchase of a 20 acre parcel at Sorli Farm for a Conservation Restriction. The Commission notified the CPC of their support of this application.

During 2015, the CHC addressed three matters of enforcement for work within the Historic District involving changes visible from a public way for which no application was made to the Commission. These concerned signage, exterior work to the residence, and changes in hardscaping.

The CHC revised its Rules and Regulations in 2015 to clarify some items for the residents, and to allow an expanded opportunity for public hearings by requiring the publication (by the Commission) of only one hearing notice in the Carlisle Mosquito, in accordance with MA General Law Ch. 40C. This will be helpful during times when the Mosquito publication schedule is modified (summer and holidays). When possible, two hearing notices will still be published.

The CHC extends its sincere thanks and appreciation to all those who have worked diligently to preserve the historic character of Carlisle, and particularly to the residents of the Historic District for their appreciation of the historical importance of the Town Center.

Members: Neal Emmer, Chair, Geoffrey Freeman, Jack O'Connor, Annette Lee, Ed Rolfe
Alternate Member: John Lyons

ZONING BOARD OF APPEALS

The Zoning Board of Appeals (ZBA) met 21 times and reviewed 12 applications including seven special permit applications and two variance requests as prescribed in Massachusetts General Laws (M.G.L.) Chapter 40A (The Zoning Act) and the Town's Zoning Bylaws. The ZBA heard one administrative appeal and held 17 meetings on one application for a comprehensive permit under Massachusetts General Laws (M.G.L.) Chapter 40B.

The ZBA consists of three Full members that are appointed by the Board of Selectmen. Additionally, the Board of Selectmen may appoint up to four Associate members to serve on the ZBA. Associate members may attend all ZBA hearings and can serve as a Full member when a regular member or members cannot sit for a particular hearing. All ZBA hearings are open to the public and are typically held the first Monday of the month at Town Hall when there is a petition to be heard. All hearings are advertised in the Concord Journal, Lowell Sun or Carlisle Mosquito for two consecutive weeks prior to the hearing. Additionally, the ZBA hearing is posted on the Town Clerk's Bulletin Board no less than fourteen days in advance of the scheduled hearing. *The Rules and Regulations of the Town of Carlisle Zoning Board of Appeals* and the *Town of Carlisle Zoning Bylaws* are available from the Office of the Town Clerk for a nominal fee. These documents are also available on the official Town of Carlisle website, www.carlislema.gov, under the "Boards and Committees" menu.

The ZBA is charged with granting variances and certain special permits as identified in the *Town of Carlisle Zoning Bylaws*. Additionally the ZBA is charged with the issuance of comprehensive permits as prescribed in Massachusetts General Laws (M.G.L.) Chapter 40B. The ZBA is not charged with the enforcement of the Town's Zoning Bylaws. Rather, the Building Commissioner has the initial responsibility for interpreting and enforcing the zoning bylaws. This responsibility includes the duty to enforce the conditions of a variance or special permit issued by the ZBA. If a towns person has reason to believe that the zoning bylaws or conditions directed under a special permit or variance are not being complied with, the appropriate process is to make a written request to the Building Commissioner to enforce the zoning bylaw or conditions in question. The Building Commissioner's decision is subject to review by the ZBA.

In 2015, the Board granted seven (7) special permits and two (2) variances. One (1) special permit application was withdrawn without prejudice. The ZBA heard and denied one administrative appeal. During 2015, the ZBA met 17 times to review a comprehensive permit application, of which, 12 of those meetings were public hearings. Deliberations conducted at a public meeting but not a public hearing. The comprehensive permit was conditionally approved on August 12, 2015. Table 1 provides a summary of the petitions heard by the ZBA. Table 2 summarizes the outcomes of each petition heard by the ZBA during 2015. Table 3 provides a list of all active special permits and includes the expiration date for each one.

The Board would also like to offer our sincerest thanks and appreciation to the other Town departments, staff and Boards that have provided their guidance and leadership upon various occasions.

Looking forward, the Board, in its adjudicative role in support of land-use planning for Carlisle, will remain mindful of its responsibilities to be fair and equitable in the application and administration of local and State zoning ordinances.

Members:

Lisa Davis Lewis, Chair

Martin Galligan, Clerk

Emmanuel Crespo

Steven Hinton, Associate

Travis Snell, Associate

Table 1: 2015 Petitions heard by Zoning Board of Appeals

| | Granted | Denied | Withdrawn | Extended/Review | Active |
|-------------------------------------|---------|--------|-----------|-----------------|--------|
| Petitions for Variance | 2 | | | | |
| Applications For Special Permits | 7 | | 1 | | |
| Comprehensive Permits | 1 | | | | |
| Comprehensive Permits Modifications | | | | | |
| Appeals of Administrative Decision | | 1 | | | |
| Earth Moving | | | | | |
| Total | 10 | 1 | 1 | | |

Table 2 – 2015 Zoning Board of Appeals Hearings

| Applicant or Petitioner | Date of Hearing | Date of Decision | ZBA Action | Expires |
|--------------------------|--|------------------|---|---------|
| Jeffery Brem | 1/5/15 2/4/15 2/23/15 3/2/15 3/26/15 4/6/15 4/22/15 5/4/15 5/20/15 6/1/15 6/8/15 6/15/15 6/22/15 6/29/15 7/13/15* 7/20/15* 8/3/15* | 8/12/15 | Grant Comprehensive Permit for the Application of Lifetime Green Homes, LLC to allow for the development of 20 units on 9.84 acres under M.G.L Chapter 40B at 100 Long Ridge Road | |
| Scott Jenney | 3/2/15 | 3/16/15 | Grant Special Permit for the continued operation of a landscape business at 303 Brook Street | 4/1/20 |
| Julie MacQueen | 3/2/15 | 3/16/15 | Grant Special Permit under zoning bylaw section 3.2.2.9 for the continued operation of a confectionary manufacturing business at 45 Bedford Road | 4/7/18 |
| Vanessa Phillips | 4/6/15 5/4/15 | 5/18/15 | Grant Special Permit under zoning bylaw section 6.3 for an addition on the existing structure on a non-conforming lot at 15 Stearns Street | |
| Kevin Walker | 6/8/15 6/15/15 | 6/22/15 | Grant Special Permit under zoning bylaw section 3.2.2.9 to operate a landscape business at 305 Rutland Street | 6/15/16 |
| Alison and Mike Saylor | 8/3/15 8/31/15 10/5/15 11/2/15 | 11/16/15 | Grant Special Permit under zoning bylaw section 3.2.4 to convert the existing barn into a two bedroom apartment at 318 Maple Street | |
| Sarah Williams | 8/31/15 | 9/14/15 | Grant Special Permit under zoning bylaw section 6.3 for an addition on the existing structure on a non-conforming lot at 700 South Street | |
| Nicholas Kalogeropoulos | 11/2/15 | 11/16/15 | Grant Variance under zoning bylaw sections 4.3.2 and 7.5 for relief from the side setback to build a pavilion at 50 Heald Road | |
| Wilkens Hill Realty, LLC | 12/7/15 | 12/21/15 | Grant a dimensional Variance under zoning bylaw section 4.1.3.2 to classify Lot 17 as a buildable lot at 97 Hanover Road | |
| Pamela Ely | 12/7/15 | | Application withdrawn for a Special Permit under zoning bylaw section 3.2.2.9 to operate a commercial kitchen at 45 Bedford Road | |
| Richard Kane | 12/7/15 | 12/21/15 | Denied appeal of Building Commissioner's determination that 398 Lowell Street is not located in the Solar Photovoltaic Facility Overlay District | |
| John Glenn | 12/7/15 | 12/21/15 | Grant Special Permit under zoning bylaw section 6.3 to renovate the existing non-conforming structure at 251 Fiske Street | |

*The Board met in deliberation on the petition in public but not at a public hearing.

Table 3 – 2015 Zoning Board of Appeals Active Permits

| Name | Location and Type of Permit | Expiration Date |
|--|---|-------------------------------|
| Scott Jenney | Landscaping Business 303 Brook Street Special Permit | 4/1/20 |
| Julie MacQueen | Confectionery manufacturing business at 45 Bedford Road Special Permit** | 4/7/18 |
| Kevin Walker | Landscaping Business 305 Rutland Street Special Permit | 6/15/16 |
| Robert Kvietauskas Carlisle Insurance Brokerage | Professional Office 50 School Street Special Permit | 9/30/16 |
| Bonnie Jacobellis | Horse Stable and Boarding 164 Fiske Street Special Permit | 12/6/16 |
| Kevin Stacey | Landscaping Business 570 West Street Special Permit | 4/2/17 |
| Red Magnolia Realty Trust William and Dean Luther Carlisle Auto Body | Automotive Body Repair Shop 673 Bedford Road Special Permit | 11/1/17 |
| Angelo and Lillian DeBenedictis | Day Care Center 3 Carleton Road Special Permit | 6/1/18 |
| D-Kon Realty Trust Richard DeFelice Robert Koning | Building for the U.S. Post Office 70 Bedford Road Special Permit | 6/30/18 |
| H. La Rue Renfro Assurance Technology | Professional Offices 84 South Street Special Permit | No date; Review *2/6/19 |
| The Red Balloon First Religious Society | Preschool 27 School Street Special Permit | 4/1/19 |
| Katheryn Dennison | Riding Academy and Stable 78 Sterns Street Special Permit | 12/6/19 |

*This permit requires periodic review of conditions for adequacy, without which the permit expires prematurely. The first date is the expiration date for the permit; the asterisked date is the premature expiration date if no review of conditions has been applied for.

**This permit is exclusive to the petitioner any other persons wanting to operate a business at this location would require a new special permit.

**PUBLIC SERVICE
&
SAFETY**

POLICE DEPARTMENT

To the citizens of Carlisle, I am honored to present this report detailing the work accomplishments and achievements of the Carlisle Police Department for the year 2015.

The Police Department utilizes traditional enforcement methods, Community Policing concepts, and Problem Solving strategies to combat crime in Carlisle. The Police Department employs ten (10) full time sworn officers and eight (8) part time sworn officers to deliver and exceptional level of law enforcement services to our community. From January to December 2015, the Police Department handled 14,593 calls for service, an increase of 2,132 compared to 2014.

Our mission remains: “To provide professional police service in partnership with the community through mutual respect and cooperation.” Our department takes a proactive approach to solving crimes as well as deterring them before they happen.

We appreciate the support of our community partners including: the citizens of Carlisle, town departments, Communities for Restorative Justice (C4RJ), Domestic Violence Victim Assistance Program, and the Northeast Massachusetts Law Enforcement Council (NEMLEC).

Our safety seat installers continued to provide his expertise and training for any resident interested in the proper installation of a child seats. Over the past year, they installed over 15child seats. We also assisted other towns with this program.

Department members received important annual use-of-force and firearms training. Our sworn members attended a 4 day annual in-service training at the Lowell Police Academy. Some of the specialty training received by members included: interviewing school, NEMLEC SWAT & RRT training, International Association of Chiefs of Police training, detective training, evidence storage training, and DARE training.

There are sixty-one cities and towns that make up the Northeast Massachusetts Law Enforcement Council (NEMLEC). Carlisle has been a member of the organization since 2003. Regional law enforcement councils provide an effective resource for towns and cities of all sizes. NEMLEC provides assistance to member communities with Special Weapons & Tactics (SWAT), Regional Response Team (RRT), School Threat Assessment Response System (STARS) and cybercrime investigation. Sergeant Stephen Mack is currently assigned to the Rapid Response Team (RRT) and Chief Fisher is currently assigned as the Assistant Control Chief for SWAT & RRT. Chief Fisher also is serving as the President of the Board of Directors for NEMLEC from 2015-2017.

We stopped fewer cars in 2015 than we did in 2014. Our officers issued 37 more warnings (2252) than we did last year (2215) and 49 fewer citations, 79 compared to 128. Our citizens called in 184 fewer suspicious activity reports in 2015 compared to 2014. We had 1 residential breaking and entering report compared to 4 last year. We had no reports of thefts from motor vehicles in town. Our residents are important partners to preventing crimes in Carlisle and we appreciate their vigilance and commitment to watching out for their

neighbors. Their diligence led to the increase in suspicious activity calls. Assigning a statistic to “Crimes Prevented” is difficult, but it is clear that safety minded neighbors lead to crime prevention through notifying the police when suspicious activity is noticed.

The accomplishments set forth in this report could not have been met without the extraordinary contributions of the police officers and civilian dispatchers at the Carlisle Police Department. I am very proud of the dedicated and compassionate work they perform each day.

We look forward to providing Carlisle residents and guests the highest level of professional law enforcement services. We will strive for crime reduction through proven techniques and approaches. Solving quality of life issues and working closely with the public is our goal. We sincerely appreciate the support we receive from our community. It is this cooperative effort that makes our community a special place to live and work.

STATISTICS

| | 2014 | 2015 |
|--------------------------------|------|------|
| Accidents | 93 | 78 |
| Alarms | 322 | 311 |
| Animal Complaints | 277 | 228 |
| Assault & Battery | 2 | 0 |
| Sexual Assaults | 2 | 0 |
| Breaking & Entering | | |
| Residential | 4 | 2 |
| Vehicle | 1 | 0 |
| Court Activity | | |
| Arrests | 18 | 18 |
| Citations | 128 | 79 |
| Warnings | 2215 | 2252 |
| Restraining Orders | 2 | 6 |
| Court Hearings | 108 | |
| Disturbance Calls | 42 | 28 |
| Domestic Disputes | 8 | 10 |
| Property Checks | | |
| House Checks | 2212 | 1878 |

| | | |
|--|--------|--------|
| Business/town buildings | 7409 | 8307 |
| Larcenies | | |
| General | 20 | 10 |
| Motor Vehicle | 0 | 0 |
| Liquor Violations | 0 | 0 |
| Drug Violations | 0 | 1 |
| Log Entries | 12,461 | 14,593 |
| Missing Persons | 5 | 10 |
| Malicious Destruction | 9 | 15 |
| Motor Vehicle Stops | 2,385 | 1,280 |
| Psychiatric Concerns | 8 | 3 |
| Suspicious Activity | 636 | 452 |
| Obscene/Harassing Phone Calls | 49 | 32 |
| Traffic Complaints | 96 | 74 |

FIRE DEPARTMENT

Personnel

A major effort was made this year to recruit new personnel. I am pleased to report that five new auxiliary firefighters were appointed bringing our roster to an all-time high of 31 members. Currently we have seventeen trained Emergency Medical Technicians and two in training at years end. The department has continued to experience on-call staffing shortages all year long on Fridays, Saturdays, and Sundays. Despite the availability stipends and the department's best efforts with other incentives, this situation was not resolved this year. We look forward to our new people coming along as they are trained and become experienced to help mitigate the shortage issue. As a call department we continue to rely on individuals who have other jobs, family obligations, compelling personal matters, and other interests. We also continue to have members who become sick, injured, or travel, and the roster can become very limited.

We welcomed Matthew Herweck, Ryan Strazzere, Ryan Hoffmann, Matthew Paze, and Kenneth Cole this fall. The Town is very fortunate to benefit from the outstanding dedication of our members as we have been able to cover all of the calls once again this year without relying on our neighboring fire departments. There were many other personnel changes during the year. Please review the fire department roster in the front of the Town Report for a complete and detailed listing. I would like to take this opportunity to thank those who have gone above and beyond the call of duty to cover the emergency response needs of our citizens during these times.

Lastly, on the recommendation of the Board of Selectmen, the annual Town Meeting approved funds for a study of the fire department in an effort to learn more about maintaining an all call force and the development of a succession plan as the current leadership will be retiring in the next few years. Department members participated in the study conducted by Municipal Resources, Inc. of New Hampshire.

Apparatus

The additional tanker truck approved by the annual town meeting was ordered in December and is expected to be delivered in 230 days. The current 1990 tanker, Engine 5 required more repairs this year to keep it in service.

Our rescue boat does not meet modern day safety standards and requirements for ice and water rescue operations. It continues to be on the long term capital list for replacement each year. Although our calls for water and ice rescues are very low, it is critical that the firefighters have the appropriate safety equipment to affect a rescue should that type of emergency arise. We must provide our personnel with the proper safety equipment to do the job they are responsible to do.

Code Compliance - Fire Prevention

We continue to implement the new Massachusetts Comprehensive Fire Safety Code (527 CMR 1.00) which took effect on January 1, 2015. Our department is continuing its goal of developing a comprehensive code compliance and fire prevention program. We have continued to work with a number of the facilities in town to conduct fire safety inspections,

develop and update evacuation plans, and conduct fire drills. The Code Compliance Inspector is responsible to insure conformance with the Massachusetts Fire Prevention Regulations. Once again the code compliance activities were very high in 2015 with inspections and review of plans. These activities include the schools, other public facilities, and new housing. In addition to public facility inspections, other areas requiring inspections include: oil burners, oil tanks, LP tanks, smoke and carbon monoxide detectors on real estate sales and transfers, new fire alarm systems, sprinkler systems, blasting, and fuel oil tank removals. A survey of area communities was made and the fees for applications and permits were increased where appropriate this year effective July 1, 2015. The Code Compliance Inspector may be reached at 978-287-0072 or e-mail FPO@carlislefdma.org

Projects

A few new projects came before the department for review. Plans were reviewed and comments made on projects located at 61 Judy Farm, 100 Long Ridge Road, 570 West Street, and 338 Bedford Road. In addition, we attended site visits with the developers and contractors as necessary to coordinate the public safety requirements for the projects.

Facilities

The site plan review process for the replacement of the public safety communications tower located at the school site, and approved at the annual town meeting in 2014, has been delayed while the Telecommunications Study is being conducted. Hopefully, when the report is completed, solutions to the public safety departments' issues will be recommended.

Additional repairs were necessary for the stations underground fuel storage facility in order to keep it in compliance with the latest State and Federal environmental regulations. The expenditures necessary were not included in the fiscal year 16 budget.

The pressing need for adequate facilities in order to provide efficient and effective service out of the fire station still exists. These needs include office space for the Deputy Chief, Administrative Assistant, and Fire Prevention Officer who have regular hours at the station. The Captain, two Lieutenants, and EMS Coordinator have no dedicated work space. This situation creates a loss in productivity. To improve on this situation, I have recommended to the Long Term Capita Committee the addition of an office trailer for the rear of the fire station. This solution will provide approximately 400 square feet of additional space for staff. Lastly, the station was not designed with any living facilities for part-time or full time employees. As always, the safety of the firefighters on the apparatus floor due to cramped quarters is always a concern.

Fire Horn

The Selectmen requested a review of the practice of sounding the fire horn that sits on top of the fire station. Historical information on the fire horn and the practice of sounding it for fires and other emergencies to alert the firefighters and residents was provided. A coding system is used for the location of the emergency. The number of blows of the horn corresponds to a specific location in Town where the emergency is. A fire alarm code list can be referenced which indicates the street or building location. More importantly the Town uses the horn as a secondary alerting method and receives credit on the Town's rating from the Insurance Rating Office. After several meetings and feedback from a few residents in the center, I recommended that some of the horn use be changed or

discontinued, including the practice of no school alerts (at the request of the school) , mutual aid to neighboring towns, and the noon test of the horn which is now conducted at 5:00 PM each day. The fire horn alerting will continue in all other cases of fires or other emergencies where life and property are at risk.

Emergency Management

The Local Emergency Planning Committee is headed by Chief Flannery as Director and includes: John Gorecki, Board of Selectmen; Tim Goddard, Town Administrator; Chief Fisher, Carlisle Police Dept.; Jon Metivier, Building Commissioner; David Klein, COA Director; Linda Fantasia, Board of Health Agent; Gary Davis, Supt. of Public Works; and Alan Lewis, HAM Radio Officer. These dedicated groups of individuals meet as required to assess potential emergency situations, make plans, and direct the Town's emergency responses.

Residents are informed when there is a situation or emergency they need to be aware of, either by telephone, e-mail, or text, or in each of these ways. The Blackboard Connect Emergency Notification System was used to send out two emergency messages, one on January 26th for a severe snowstorm advisory and another on August 4th for a tornado warning. If you are not receiving these messages you can sign up by going to the Town's web site and clicking on the Blackboard Connect link. If you have any difficulties you may call my office at 978-369-2888, and I would be happy to assist you. If you are receiving these messages on your phone or by e-mail and wish to change or opt out, you may call my office or send an e-mail to me at chief@carlislefdma.org Blackboard connect is offered to residents for local emergency notifications. There may be other sources available to obtain weather and emergency notifications, but it is important to have the local source as well.

Residents are also reminded to make plans for emergencies and disasters before they happen. Information on emergency preparedness is available on the Fire Department page of the Town's web site www.carlislema.gov or ready.gov. You may also contact the Fire Department, Council on Aging, or Board of Health Office for additional information.

Maintaining Your Fire Alarm System and Preventing False Alarms

Twenty five percent of the fire calls our department responds to are preventable false fire alarms in homes. I have listed a few tips below on how to prevent false fire alarms in your home:

- Always remember to call your alarm monitoring company before testing your system to prevent a false alarm and fire department response.
- Be careful when cooking.
- Have contractors cover smoke detectors before works begins to prevent dust contamination.
- Have your fire alarm system cleaned, inspected, and tested at least once each year.
- Replace smoke detectors that are 10 years old and replace batteries in carbon monoxide detectors each year.
- Be sure that your alarm service contractor calls the Fire Department before working on or testing your system.
- Remember to uncover the smoke detectors after the work is complete.

Calls & Statistics

We ended the calendar year 2015 with a total of 408 calls. The department responded to 182 fire calls and 226 ambulance calls. The data shows a 17% increase in the number of ambulance calls compared with last year. I am happy to report that there were no major property loss fires in 2015. The department continues to train all year long for these challenges with the goal of minimizing property loss by employing superior firefighting skills. The members of our department always display a high degree of skill and professionalism under difficult and challenging circumstances.

Emergency Medical Services

The Central Middlesex Emergency Rescue Authority's Advanced Life Support System is now in its sixth year. The Selectmen approved increases in the fees charged for the use of the ambulance to keep up with the ever increasing cost to provide these specialized services to our community. EMT's continued to receive training and updates on new statewide protocols for emergency care.

Annual Open House

Our annual Open House was held on October 17th thanks to the efforts and support of the Carlisle Firefighter's Relief Association. We combined our open house with the popular "Wash-A-Fire Truck" event sponsored by the Parents Connection. Many residents attended and took the opportunity to see the apparatus and equipment, speak with the firefighters and EMT's, and listen to a brief fire safety talk by the fire chief. Refreshments were served and literature on various fire safety related topics was available. In addition, the department used this as an opportunity for individuals interested in becoming involved with the department to learn more.

I have completed my thirteenth year as your Fire Chief. Carlisle residents benefit in so many ways with our dedicated group willing to be available to respond to the fire and emergency medical needs of our community. I am once again thankful for each and every one of our Firefighters and EMT's as well as the support and contributions of the Officers, EMS Coordinator, and Code Compliance Officer.

David R. Flannery
Chief of the Fire Department

CARLISLE FIRE DEPARTMENT
2015 Cumulative Call Totals

| <u>TYPE OF CALL</u> | <u>YTD TOTAL</u> | <u>% OF GT</u> |
|---------------------------------|----------------------|----------------|
| APPLIANCE FIRE | 0 | 0% |
| ASSIST AT MEDICAL EMERGENCY | 2 | 1.10% |
| BRUSH / GRASS FIRE | 4 | 2.20% |
| CARBON MONOXIDE ALARM | 23 | 12.64% |
| CHIMNEY/WOODSTOVE FIRE | 5 | 2.75% |
| ELECTRICAL FIRE / INSIDE | 0 | 0% |
| FUEL SPILL / LEAK | 1 | .55% |
| GAS LEAK | 9 | 4.95% |
| HEATING / OIL BURNER PROBLEM | 3 | 1.65% |
| INVESTIGATION | 29 | 15.93% |
| MOTOR VEHICLE ACCIDENT | 19 | 10.44% |
| MOTOR VEHICLE FIRE | 2 | 1.10% |
| MUTUAL AID TO OTHERS | 10 | 5.49% |
| MUTUAL AID TO CARLISLE | 0 | 0% |
| RESCUE, WATER, ICE, ETC. | 1 | .55% |
| RESIDENTIAL ALARMS | 47 | 25.82% |
| SMALL OUTSIDE FIRE | 2 | 1.10% |
| SPECIAL SERVICE | 8 | 4.40% |
| STRUCTURE FIRE | 0 | 0% |
| WATER PROBLEM | 2 | 1.10% |
| WIRE PROBLEM | 10 | 5.49% |
| FIRE CALLS SUBTOTAL | 182 | 45% |
| AMBULANCE CALLS SUBTOTAL | 226 | 55% |
| GRAND TOTAL | 408 | 100% |

DEPARTMENT OF PUBLIC WORKS

The Department continued to perform its regular responsibilities which include tree maintenance, care of the cemetery public grounds and the Transfer Station. This year the DPW worked on resurfacing Maple Street, Martin Street and portions of Curve Street, Westford Street, Lowell Street and Baldwin Road.

There were 12 interments during the year 2015.

Submitted by,
Gary R. Davis, DPW Superintendent

**ENVIRONMENT
&
RECREATION**

CARLISLE AGRICULTURAL COMMISSION

Events, experiences and accomplishments for 2015

- Determined Goals of the Carlisle Agricultural Commission for 2015.
- Began discussion of holding a “Taste of Carlisle” event to share with folks what products are grown or created in Carlisle.
- Worked on how to encourage and mentor folks interested in farming in Carlisle.
- Developed Carlisle Agricultural Commission webpage listing meeting minutes and all upcoming events including next meeting dates.
- Discussed setting up a Tool and Workforce Sharing system for farmers in Carlisle.
- Created Farm Informational Survey (on our webpage) to learn who is farming in our community with the goal of creating a Farm Inventory for the Town of Carlisle.
- Hosted a seminar entitled “Intensive Rotational Grazing” by Mr. Ridge Shinn
- Hosted an evening talk on Perma-culture by Mr. Jono Neiger at St Irene’s Church followed by a half-day Hands-On Workshop on Perma-culture held at Sweet Autumn Farm
- Provided information at a booth at the Farmers Market
- Provided input to the CPA committee on Agricultural-related funding ideas.
- Collaborated with BOH regarding Swine and Manure Regulations
- Began collaboration with BOH regarding Animal Complaint and Mediation Procedures including flowchart and list of responsible parties.
- Collaborated with Noise Control Bylaw Working Group regarding rooster-related noise issues.
- Discussed and created a draft ‘Keeping a Rooster Pamphlet’.
- Joined the Massachusetts Association of Agricultural Commissions (free)
- Hosted Pete Westover of Mass. Dept. of Agriculture regarding the process of creating a Town Right to Farm Bylaw
- Received and discussed complaints from public regarding use of pesticides on town and state public land

Members:

Judy Asarkof, Chair

Andrew Rodgers

John Lee

Kay Fairweather

Launa Zimmaro

Leslie Thomas

Olek Lorenc

Peter Mastromarino

Steve Carlin

Steven Huberman

CONSERVATION COMMISSION

The Carlisle Conservation Commission is a seven-member Carlisle town board appointed by the Board of Selectmen for three-year terms. Since 2014 the Commission has had only 6 members and repeated efforts to recruit a much-needed seventh member have so far been unsuccessful. However the Commission does continue to provide the town with experience in engineering, farming, environmental law and education, wildlife biology and habitat protection. This year it celebrated its first 50 years since its establishment by Town Meeting in 1965.

The Commission regularly meets in the Town Hall at 7:30 pm, year-round, generally on the second and fourth Thursdays of each month. In addition to its responsibility for management of over 1,102 acres of town-owned conservation land, the Commission's major time commitment involves the administration of the Massachusetts Wetlands Protection Act (MGL Ch 131 s 40) the Carlisle Wetlands Protection Bylaw, and their regulations and policies. In 2015 the Commission members met twenty-five times for the purpose of permitting projects, three more times than in previous years. The purpose of their meetings was to review proposed projects submitted for review due to proposed work within the Commission's wetlands jurisdictional areas and for decisions regarding the management of conservation lands. The Commission continued to receive and review filings for projects with increasing regulatory complexity resulting from development of land with sensitive areas such as wetlands, flood zones, State or Federally listed rare species, high density, and that involve one or more permitting boards. These projects can require multiple continuances and site visits, as well as peer reviews and coordination with other town boards to adequately address all of the relevant conservation, habitat and wetlands issues they present. During the winter of 2015 an enduring, deep snow cover made confirmation of wetland delineations impossible to assess whether a project was adequately completed to allow a Certificate of Compliance. An astonishing thirty-nine hearing continuances were necessary in order to bring hearings to close. The experience encouraged the Commission to develop a winter wetland delineation policy regarding wetland filings submitted under snow cover conditions.

Property owners or applicants proposing projects which will alter the area within the 100-foot Buffer Zone of a Bordering Vegetated Wetland or other wetland resource areas, including within 200-feet of a perennial stream, must submit an application to the Commission for review prior to the start of work. Although sometimes not generally understood by property owners, an alteration of these areas includes tree and shrub removal. Because water flows beyond property lines, this law, bylaw and regulations were promulgated to provide a process to ensure protection of these sensitive public wetland resources from damage during and after work and to allow abutters and other citizens the chance to participate in the legal process in order to assess any negative impacts they may be concerned with. Failure to apply to the Commission for a permit can lead to enforcement action, a potentially time-consuming activity for both the property owner and the Commission.

Projects brought before the Conservation Commission and approved receive a 3-year permit, called an Order of Conditions. During the summer and fall the Commission received an unusual number of requests for extensions to permits nearing expiration. The decision as to whether to grant an extension is entirely the Conservation Commission's decision and not made arbitrarily. To allow for adequate time to determine whether a project is eligible, the applicant must submit their request for an extension at least 30 days prior to the permit's termination. This past year the commission received initially, three such requests, all well less than 30 days of their permit's termination. This allowed very little time to make a determination based on the environmental conditions as observed by the Commission members and staff during site visits. In the end two of the projects were issued short-term extensions and then longer-term extensions were issued once adequate site conditions were obtained, yielding a total of five extensions. In the case of one property owner the Commission twice requested, and obtained, the presence of the Carlisle Police Department at the meetings where the discussions and decisions needed to be made.

This year, in addition to the usual projects involving new home construction, septic repair or home additions, the Commission reviewed and permitted several requests for tree removal where homeowners considered the trees a potential hazard to their homes or wanted to provide increased solar exposure on solar panels. Two atypical projects were submitted to both the Conservation Commission and to other town boards consuming a substantial amount of both the Commission's and its staff's time. One project proposed a densely sited, 20-home housing project, called The Birches, to be located at 100 Long Ridge Road, and submitted under Massachusetts Chapter 40B, the affordable housing law. This project was submitted to both the Conservation Commission and to the Carlisle Zoning Board of Appeals. The public hearing for this development ended in September after fourteen months of intense and detailed review.

Another atypical project was a group home complex proposed for Bedford Road by Toward Independent Living and Learning, Inc. (TILL), submitted for both a modified Site Plan Review process and to the Conservation Commission for an Order of Conditions due to work within the 100-foot Buffer Zone of a Bordering Vegetated Wetland. This project required considerable attention from mid-August through the fall because of the Commission's concern for stormwater management. The Commission was steadfast in its decision to require a peer review of the proposed stormwater management design to ensure its effectiveness; the Commission was concerned about the impacts to the Bordering Vegetated Wetland resource area adjacent to the well-traveled Bedford Road, Route 225, all located down gradient from the nearly half-acre of new impervious area. In the end, a peer review was completed and a final Order of Conditions was issued in mid-December.

During the fall the Commission's attention was focused for several meetings on a request for a Certificate of Compliance on a project originally permitted in 2004. Sometime since then work was undertaken by a previous owner that resulted in alteration of over 16,000 square feet of wetland, making the property in violation of the Order of Conditions and ineligible for a Certificate of Compliance. Other difficult issues addressed in the fall included tree removals within the 100-foot Buffer Zone done without a permit as well as, in some cases, on property not owned by the individual who removed the trees.

In March, 2015 the Massachusetts Department of Environmental Protection (MassDep) issued its decision on an appeal of the Order of Conditions issued by the Commission on

the proposed Senior Residential Open Space Community development located at 81 Russell Street that was under review during 2014. This project had been appealed to MassDep by an abutter who owns a portion of the access to the property. MassDep affirmed the Conservation Commission's Order issued in September, 2014.

The Commission receives fees from applicants for wetland filings submitted under the Wetlands Protection Bylaw. These fees help offset the expenses to the town for implementing applicant's wetlands protection bylaw filings. In 2015, \$13,079.20 was transferred to the General Fund as a result of this bylaw.

In 2015, the Commission had the following permitting activity:

| ACTIVITY | 2013 | 2014 | 2015 |
|---|------|------|------|
| Applications | | | |
| Notice of Intent/Order of Conditions | 17 | 26 | 13 |
| Amendments to Orders of Conditions | 2 | 6 | 6 |
| Request for Determination (RDA/DOA) | 12 | 14 | 13 |
| Resource Area Delineation (ANRAD) | 2 | 0 | 4 |
| Order of Resource Area Delineation (ORAD) | 1 | 1 | 3 |
| Certificates of Compliance | 18 | 11 | 24 |
| Extensions to Orders of Conditions | 0 | 0 | 5 |
| Enforcement Orders | 3 | 6 | 6 |
| Emergency Certificates | 9 | 6 | 9 |
| Conservation Restriction Violation | 0 | 4 | 1 |
| Project Denials/Appeals | 0 | 1 | 0 |
| Conservation Land Use Permits | 19 | 20 | 13 |
| Camping Permits | 1 | 3 | 2 |

Land Management:

The Conservation Commission continued its initiative from 2012 to address exotic and invasive plants and poison ivy, this year focusing on the Towle Conservation Land under an Order of Conditions the Commission had previously issued.

Land Use Permits: As noted in the chart above, the Commission issued 18 Conservation Land Use Permits for group, day long or evening activities including public nature walks conducted by the Carlisle Conservation Foundation, Cub Scout rocket launching, sled dog training, bird watching, winter moonlight trip sponsored by the Carlisle Trails Committee, tapping Towle Sugar Maple trees, an Easter Sunrise Service, Eagle Scout trail installation, metal detection and activities connected with scientific monitoring. Two camping permits were also issued.

Cranberry Bog Conservation Land: This property, owned by Carlisle since 1986, was again focus of Conservation land management during 2015 as the Commission's twenty-year Agricultural Lease Agreement with Carlisle Cranberries, Inc. was due to expire on June 30, 2015. After the Commission's nine-member Cranberry Bog Agricultural Committee, established in 2013, completed their task and released a Request for Proposal and Management Plan for bidding. The Commission was fortunate to receive a successful bid

from the current Cranberry Bog farmer, Mark Duffy, also the dairy farmer at Great Brook Farm State Park.

Again in 2015, representatives from both the Carlisle and Chelmsford Conservation Commissions met in January and again in June to discuss management concerns of our abutting Cranberry Bog conservation properties that share wetlands, ponds and waterways. These meetings have been important because the two towns have somewhat different management objectives. Although wildlife habitat is an important objective to both towns, Carlisle's land is also managed as an active agricultural property, a cranberry bog. Carlisle also continues to monitor the Chelmsford Water District's interest in developing public water supply wells on their land abutting Chelmsford Cranberry Bog Reservation. Installation of such wells in that location is believed to be a threat to water availability for Carlisle's cranberry operation for which the Town has water rights, as well as being a threat to wetland wildlife including a resident rare species. The properties are increasingly used by dog owners or commercial dog walkers, which continues to be a problem for both towns. Signs have been posted to encourage proper dog owner etiquette, dog bags provided and rubbish barrel pickup is helping. This year an additional dog bag dispenser was installed near the Cranberry Bog House to further encourage dog walkers to respect the land, other users, and the cranberry crop by picking up after their dogs.

Daily readings by volunteers of the stream gage installed by the Massachusetts River In stream Flow Stewards (RIFLS) program in River Meadow Brook just downstream from the bog outlet at Curve Street continued into 2015. The brook flows from Heart Pond in Chelmsford, through the Carlisle Cranberry Bog, Great Brook Farm State Park, and back into Chelmsford. During this past year, as in previous years, water fluctuations caused by the bog harvesting operation, downstream fallen trees from storm damage, beaver dam construction and water releases from Heart Pond all continued to provide challenges to the team's effort to gain meaningful data. With over two years of data collected, readings of the stream gage were discontinued in the fall because the readings were unreliable due to downstream beaver dams and tree obstructions.

Foss Farm Conservation Land: The Conservation Commission continued to provide community gardening at Foss Farm on the approximately 100 equally sized plots. Revised rules, approved for the 2010 growing season continued to receive an annual review in order to ensure that the Commission was providing the best gardening experience possible for all who wish to garden in this agriculturally important soil. The gardens were turned over in the spring by farmer Mark Duffy. Again this year the plots were ably managed by volunteers Jack O'Connor and Ed Humm. A tenth well was installed to help gardeners have more convenient access to water for their plots. Garden Plot Fees increased for the first time in many years, rising from \$10 to \$15 per plot. These fees are used to fund well installations and their maintenance, both facilitated by Garden Manager Jack O'Connor, and for other gardening area needs. Ed Humm and other volunteer gardeners helped to stake out plots in the spring while Jack O'Connor maintained all the existing pump equipment, periodically mowed the garden edges, and undertook the challenging job of assigning plots to new gardeners. The community gardens are a completely volunteer-driven activity and have provided a wonderful community experience over thirty years. This fall Ed Humm resigned from his assistant garden manager job. The Commission thanks him for his many years of dedicated service.

Foss Farm Conservation Land is one of the most frequently used conservation properties by individuals, by groups, and by agencies for research purposes. The winter of 2015 continued its use for sled dog training by four teams during cold weather, an activity begun here more than thirty years prior to town ownership. The North Bridge Pony Club and the Carlisle Area Equestrians made use of the riding rings for youth training and also helped with Foss Farm maintenance by mowing the field area near the riding rings. Foss was also the site of the annual spring Woodcock Walk led by Commission member Tom Brownrigg and his wife D'Ann to watch, hear and see the aerial acrobatics of the Woodcock's display. The property was used again for bio-surveillance training by the Massachusetts Department of Agricultural Resources Department for monitoring a resident colony of ground nesting, non-stinging wasps, *Cerceris fumipennis*, for evidence and early detection of the invasive insect the Emerald Ash Borer. This destructive invasive beetle has now been reported in Massachusetts; so far none have been found in Carlisle. Public nature walks were held during the year as well, organized by the land trust, Carlisle Conservation Foundation. In November Carlisle Cub Scouts held their annual day-long rocket launch event after the last hay crop and corn harvest. Again the parking lot was occasionally used for off-site private filming projects and much appreciated donations were made to the Conservation Gift Fund.

Towle Field: Ground-nesting bobolinks, although present, were not observed to be nesting on Towle Field again this past summer. In its attempt to continue to restore a healthy field environment for residents, birds, and other wildlife by controlling poison ivy and buckthorn, the Commission again authorized treatment with an herbicide of these plants within the field. This year it was undertaken by resident and licensed applicator, John Bakewell of Carlisle Arboriculture, and funded through the Commission's maintenance budget, and under an Order of Conditions issued which allowed for herbicide control of these plants within wetland resource jurisdictional areas. With the Commission's support Tom Brownrigg submitted an application seeking Community Preservation Funds to fund a restoration project to be undertaken over a period of several years. He also submitted a grant application to the Massachusetts Division of Fisheries & Wildlife, Mass Wildlife Habitat Management Grant Program.

Again in 2015, Gaining Ground, Inc., a Concord-based provider of fresh produce to needy families, received a permit to tap the Sugar Maple trees planted on Towle Field many years ago by Carlisle Boy Scouts as an Eagle Scout Project. In the end they were prevented from doing so by the deep, long lasting snow cover.

Greenough Conservation Land: Use of the Greenough Barn continued to be a puzzle that has resisted solution since the town purchased the property in 1973. Its remote location on the periphery of town and deteriorating condition consumes valuable time by both the Department of Public Works and the Police Department for public safety reasons. The Commission voted to support the recommendation by the Carlisle Board of Selectmen's Greenough Barn Committee to seek removal of the barn. Spring flooding action in 2014 caused significant erosion adjacent to one of the spillways on Greenough Dam prompting the Commission to seek funds at the 2015 spring town meeting to have an existing conditions plan created showing the wetland resource areas related to the dam repair proposal produced in 2004. Town meeting was supportive and the plan is under development. In the fall, the trails committee installed a volunteer-made bench on the Wood Duck trail, overlooking Greenough Pond.

Fox Hill Conservation Land: During the process of licensing farmers for Fox Hill, a resident proposed using farm animals such as pigs and chickens to help control of invasive plants around the periphery of the Fox Hill agricultural field. Although seriously considered with much consideration given to the logistics involved, the proposal was eventually dropped by the proponent because more conveniently located private land became available.

Town Forest: A new trail, the Coyote Rock Trail, was installed by the Carlisle Scout Troop 135 under the direction of Eagle Scout candidate James Sibley who also worked to reduce an erosion problem along the entrance trail to the Forest.

Benfield Conservation Land: This property located off South Street and is approximately 25-acres, consisting of a large maintained open meadow with outstanding vistas over Spencer Brook and its extensive bordering vegetated wetlands. In 2015 the field area finally began to recover from the construction of a large septic system, installation of a public water supply well and associated conduits, all installed to support the town-sponsored Benfield Farms housing located on South Street. The 2014 spring flooding with erosion of the un-vegetated area and the unfortunate distribution of asphalt-contaminated soil over the construction area was discovered. In 2015 the asphalt was substantially removed, and the area loamed and seeded. The area impacted by the flooding was also restored. By the end of the growing season the field was finally well on its way to recovery. The Commission still seeks further agreements with the project developer, The Neighborhood of Affordable Housing (NOAH), about sharing management costs of the land due to complications resulting from the presence of these facilities installed to support the housing.

Conservation Office: The conservation staff, Sylvia Willard, Administrator and Mary Hopkins, Administrative Assistant continued to provide support to the members of the Commission as well as to the public. The office acts an important communication link between the Commission and the public, project engineers, other Town boards and committees, with State and Federal agencies and with land trusts that hold land or interests in land here in Carlisle. These include the Carlisle Trails Committee, the Conservation Restriction Advisory Committee, Department of Environmental Protection, Department of Conservation and Recreation's Great Brook Farm State Park, the Carlisle Conservation Foundation, The Trustees of Reservations, Sudbury Valley Trustees, New England Forestry Foundation, U.S. Fish and Wildlife Service, National Park Service, the U.S. Army Corps of Engineers, and the Commission's busy subcommittee, the Land Stewardship Committee. The staff also assisted the Commission with other town procedures such as the Site Plan Review process for proposed non-single family home projects, attended the Chapter 40B ZBA process for The Birches project on Long Ridge Road, and with recommendations to the Carlisle Board of Selectmen when properties held in Chapter 61, 61A and 61B were to be removed from this category and required a decision on the town's Right of First Refusal. The staff also reviewed regulatory changes proposed by state agencies and participated in advisory groups such as the Town Advisory Group established to review development projects in concert with representatives of other boards when requested by any town department. The office staff also continued to maintain the Commission's page on the Town's website. The page holds information on wetlands protection act filing procedures, the various Conservation Lands, News, meeting minutes and agendas, Foss Farm Gardening information, invasive plants as well as helpful links to other environmental information.

In addition to the above, the office was relied upon on a daily basis for wetlands or conservation restriction information on specific properties by area realtors and potential home-buyers and for information about town conservation lands. Homeowners planning future projects reviewed old files maintained by the office from as far back as 1973. The files contain helpful information accrued from years of wetland filing activities.

In February the Commission conducted its annual interview with farmers with which it has License agreements for farming fields on Conservation lands. New three-year license agreements were issued for these lands this year as well. The Commission is grateful for our farmers' efforts to maintain the lands' agricultural value. John Bakewell and Kevin Brown, Mark Duffy and Dick Shohet, all helped the commission to continue the Town's long-standing goal to maintain its rural character by supporting, encouraging and promoting agriculture in Carlisle.

The Commission-sponsored public events during the year, the annual evening Woodcock Walk on Foss Farm in April and the annual River-fest Sunrise Canoe Trip on the Concord River in June, although it was rained out this year. The Commission continues the public Conservation Coffees on the second Tuesday of most months at 7:30 AM in Town Hall. During these coffees interested residents and invited speakers meet informally to discuss a broad range of local environmental, wildlife and land use subjects. For these coffees we were again able to bring to Carlisle professionals from state agencies, town committees and others to inform residents about their specific areas of expertise. We were fortunate to have this year to have State Representative Cory Atkins, Pat Huckery, Regional director for the Massachusetts Division of Fisheries and Wildlife, the Carlisle Energy Task Force and Carlisle's new Agricultural Commission.

Conservationist of the Year:

Alan Ankers was the choice for the annual "Conservationist of the Year" award presented at the annual Old Home Day. This award was for his work to plan and carry out diverse public conservation wildlife oriented walks and talks to educate the public and his continuing support for work on trails on Conservation Lands helping with public access to these special lands.

Celebrating 50 years:

As noted at the beginning of this report, the Conservation Commission celebrated its 50th year of existence in the Town of Carlisle this year and chose to honor it by providing its only "Lifetime Achievement" award to long-time resident Kenneth Harte, an early Conservation Commission member, active in the acquisition of the town's earliest Conservation Lands and still actively working hard to protect Carlisle's special lands and landscape. The Commission is also grateful to former Conservation Commission member Sally Zielinski for her series of three detailed articles published in the Carlisle Mosquito, outlining the first fifty years of the Commission's achievements.

Carlisle has many special wetland habitats called vernal pools and to date more than 70 vernal pools have been certified by the Natural Heritage and Endangered Species Program, giving these outstanding resources enhanced protection.

The Commission continues to value the outstanding efforts made by their subcommittee, the Land Stewardship Committee. Their work is outlined in detail in their own report located elsewhere in this 2015 Town Report.

Commission members are:

Lee Tatistcheff, Chair

Tom Brown, Vice-chair

Luke Ascolillo

Peter Burn

Tom Brownrigg

Ken Belitz

CONSERVATION RESTRICTION ADVISORY COMMITTEE

The Conservation Restriction Advisory Committee (CRAC) advises the Town on the acceptance of new conservation restrictions (CRs) and monitors those conservation restrictions held by the Town. The Committee strives to educate CR-holders and the general public regarding the benefits of conservation restrictions, namely, preservation of open space, scenic vistas and wildlife habitat.

Members of the Committee are appointed by the Board of Selectmen. The Committee is comprised of seven (7) members, including designees from the Planning Board, Trails Committee and Conservation Commission. The Committee membership is currently at a total of (5) five members.

Inspections were completed on:

CR 27 – Hayes Farm – May 2

CR 32 – Johnstone – July 12

CR 33 – Tall Pines – September 26

CR 54 – Poole Swamp – October 31

In March, letters went out to all of the private Grantees with FAQs about the CRs on their property. Toward the end of the year, the Committee walked the property and reviewed the deed terms for the proposed 20-acre Conservation Restriction on the Sorli Farm.

CRAC members:

Lyn Lemaire (Chair)

Ken Harte (Vice-Chair)

Wayne Davis (Secretary)

Tom Brownrigg, (Conservation Commission Member)

Marc Lamere (Trails Committee and Planning Board Member)

The committee is grateful for the assistance of Sylvia Willard, Conservation Commission Administrator.

COMMUNITY PRESERVATION COMMITTEE

At the 2001 Town Meeting, Carlisle voted to adopt the Community Preservation Act (CPA) with a 2% surcharge and a \$100,000 exemption. Property owned and occupied by individuals who qualify for low income and low- or moderate-income senior housing are also exempt. The Community Preservation Committee (CPC) accepts applications every January and evaluates these applications for recommendation at Annual Town Meeting. Funds are appropriated for projects upon approval by a majority at Town Meeting.

CPA Revenues in 2015 included \$399,401 from the 2% local surcharge plus \$118,424 in the corresponding state trust fund distribution (a 29.70% match relative to local collections), for a total of \$517,825. Each year, the Town must spend, or set aside for later spending, 10% of the annual revenue to a fund designated for open space protection (including expanded use for outdoor recreation since 2012), 10% to a fund designated for historic preservation, 10% to a fund designated for affordable housing, and the remaining 70% to an Undesignated Fund that can be used for any of the allowed purposes under the CPA. In 2015, these allocations, approved at Town Meeting, comprised \$51,000 to each of the three designated funds and \$354,500 to the Budget Reserve account for later transfer to the Undesignated Fund (upon receipt of the state matching funds in the late fall).

In 2015 the CPC recommended and Town Meeting approved the following actions and appropriations:

Rescissions and Amendments:

The sum of \$50,000 appropriated to the Carlisle Affordable Housing Trust in 2014 was rescinded and returned to the Community Housing Reserve Fund. The sum of \$25,000 appropriated in 2011, related to the 2005 appropriation to the Carlisle Recreation Commission for the design of an athletic field on the Benfield land, was rescinded. The expiration date of a 2010 allocation to the Carlisle Trails Committee was extended from 2015 to 2018.

Historic Preservation:

Gleason Public Library Board of Trustees – \$52,000 – Stabilize and secure approximately 100 objects salvaged from the battlefields of Gettysburg, PA, and conserve 44 of the most noteworthy of these; acquire appropriate storage cabinets and supplies for the collection (with room for storage of other items from the collections of the library and/or Carlisle Historical Society), transport collection to secure storage facility and fund first year of storage fees; and acquire software and fund photographer to document the collection and to develop a professional inventory and searchable database and fund first year of software support and hosting.

Open Space and Recreation:

Concord-Carlisle at Play – \$400,000 – Phased project to renovate and rehabilitate the recreational facilities at Concord Carlisle High School. Renovation of the JV Softball and JV Baseball diamonds including backstops and fencing, construction of a new synthetic turf field (not including the purchase of the turf itself) including lighting and scoreboard, and construction of related walkways, access drives, and accessible pathways. Construction a new

310'x270' grass playing field, a backboard for lacrosse and soccer, and related accessible pathways.

Community Housing:

Carlisle Affordable Housing Trust – \$50,000 – To provide community education and to support planning efforts related to a proactive response to Chapter 40B, to support the development of Community Housing by identifying, analyzing, and possibly securing options to purchase property or properties, yet to be determined, for possible future acquisition by the Town of Carlisle, including but not limited to legal, environmental and due diligence costs, and by providing support to developers of Community Housing projects deemed to be consistent with local needs.

Administrative:

Community Preservation Act Committee – \$2,000 – Annual operating expenses including membership dues for the Community Preservation Coalition.

The CPC also completed and approved the 2015 Town of Carlisle Community Preservation Plan. This Plan describes the process for administering the CPA in Carlisle, the criteria the CPC references when considering applications, and an accounting of CPA revenues and expenditures to date, including funds currently available for allocation and appropriation. The Plan is an informational document for the citizens of the Town, a guideline and instructional document for applicants seeking project funding through the CPA, and a guidance document for this and future CPA Committees in making recommendations to Town Meeting for project funding. This document will be modified annually by future Community Preservation Committees in response to changing community goals and experience with the CPA over time.

Committee members:

Luke Ascolillo – Conservation Commission (Chair)

Nathan Brown – Board of Selectmen

David Freedman – Planning Board

Annette Lee – Historical Commission

Steve Pearlman – Housing Authority

Samantha Rottenberg – Community Representative

Mark Spears – Recreation Commission

LAND STEWARDSHIP COMMITTEE

The Land Stewardship Committee (LSC) was created as a permanent sub-committee of the Conservation Commission (Cons Com) in December 2005. The charter of the LSC is to support Cons Com in managing Town-owned conservation land. The LSC currently has five members, with Andrew Wilmot joining LSC in 2015. Two appointments were renewed in 2015 for a three-year term and one appointment is coming up for a three-year term renewal in June 2016.

In keeping with the mandate to support Cons Com, LSC members have been involved in writing a Cranberry Bog Management Plan, continuing to work on a complicated baseline assessment covering Bisbee and Benfield conservation land, aiding in the planning for the eradication of certain invasive and noxious plant species at Towle Field, continuing a review of all conservation land agricultural license agreements, continuing to maintain a database containing multi-year stream flow measurements of the River Meadow Brook, and addressing various other land management issues. Some of the above projects are described below in more detail.

A Towle field invasive and noxious plant species management plan was developed by the Cons Com liaison to the LSC, with some assistance from the LSC. The goal of the plan is to address issues in the field, the field edges, and the access path from the parking area to the field that are inhibiting the potential passive recreation use and wildlife benefit of the Towle field. This is anticipated to be a multi-year project. Various funding options were explored. An application for CPA funds for the Towle Field Invasive Plant Management Plan was completed, submitted to the Community Preservation Committee (CPC) and subsequently voluntarily withdrawn because of concerns raised around the lack of a plan for long-term maintenance, specifically the inability of CPA to fund any maintenance in subsequent (post-project) years. A grant request to Mass Wildlife was submitted in the fall to assist in initiating the project and awards will be announced in 2016.

The LSC marked two years in its continuing participation in a project to measure the flow of River Meadow Brook (RMB) immediately downstream of the Cranberry Bog. The stream flow measurement project is part of the River In stream Flow Stewards (RIFLS) program that is run by the Massachusetts Department of Fish & Game, Division of Ecological Restoration. The Conservation Commission approved the initiation of Carlisle's participation in the RIFLS program in February 2013 with measurements beginning in May 2013 and continuing through 2015. During 2015, we continued to recognize the existence of real and/or possible influences on the flow by cranberry operations (e.g., flooding and draining of the active bog), by releases from Heart Pond in Chelmsford (part of a regular fall drawdown), and by the backup of water from downstream obstructions (often small log jams and/or a beaver dam). Winter flow monitoring conditions remain somewhat hazardous and safety ropes have been installed at the site to assist the volunteers. The RMB stream flow monitoring program continued its successful monitoring despite problems with a beaver dam just downstream of the monitoring gauge. The Commonwealth does not have the resources to conduct the high-frequency monitoring necessary when beaver dams are causing problems with measurements.

The Cranberry Bog Management Plan was drafted and submitted in November of 2015 to Cons Com for review in 2016.

In addition to working on projects involving Carlisle conservation land management issues, a member of the LSC continues to participate in the Carlisle-Chelmsford Joint Cranberry Bog Committee. The purpose of this committee is to share common management concerns about the adjoining cranberry bog conservation lands in the two towns and to maintain a continuing dialog with our neighboring town's conservation committee. An LSC member, a Carlisle Conservation Committee member and the Carlisle Conservation Administrator serve on this committee.

Land Stewardship Committee members:

Tim Donohue (Co-Chair)

Debby Geltner (Co-Chair)

Dwight DeMay

Warren Lyman

Andrew Wilmot, joined LSC October 2015

HOUSEHOLD RECYCLING COMMITTEE

Solid Waste / Recycling

Carlisle generated a total of 2,815 tons of solid waste in 2015. There were 1,826 tons of trash taken to the NESWC incinerator for disposal and 989 tons were recycled. This was a recycling rate of 35.1%.

The following is the list of recycled materials for 2015 and the associated revenue/cost.

| <u>Recycled Item</u> | <u>Tons</u> | <u>Revenue(\$/Ton)*</u> | <u>Total Revenue (\$)*</u> |
|-----------------------------|--------------------|--------------------------------|-----------------------------------|
| Newspaper | 51.5 | + 20.00 | + 1,030 |
| Mixed Paper | 196.4 | + 20.00 | + 3,928 |
| Cardboard | 181.6 | 0 | 0 |
| Wood (Construction Debris) | 249.6 | - 75.00 | - 18,720 |
| Metal | 107.4 | + 50.00 | + 5,370 |
| Clear Glass | 48.3 | 0 | 0 |
| Colored Glass | 72.5 | - 35.00 | - 2,538 |
| Mixed Plastic | 58.1 | 0 | 0 |
| Aluminum and Tin Cans | 12.1 | + 20.00 | + 242 |
| Tires | 6.7 | - 150.00 | - 1,005 |
| <u>Freon Units</u> | <u>4.9</u> | <u>0</u> | <u>0</u> |
| TOTAL | 989.1 | ---- | (year-end) (- 11,693) |

* The amounts received and total revenues are the year-end figures.

Historical Summary (Tons)

| <u>Recycled Item</u> | <u>2008</u> | <u>2009</u> | <u>2010</u> | <u>2011</u> | <u>2012</u> | <u>2013</u> | <u>2014</u> | <u>2015</u> |
|-----------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Newspaper | 155 | 117 | 92 | 90 | 71 | 68 | 59 | 51 |
| Mixed Paper | 189 | 183 | 179 | 166 | 184 | 186 | 184 | 196 |
| Cardboard | 151 | 155 | 155 | 161 | 153 | 161 | 160 | 182 |
| Wood | 314 | 292 | 344 | 321 | 271 | 256 | 243 | 250 |
| Metal | 99 | 105 | 99 | 86 | 88 | 83 | 88 | 107 |
| Clear Glass | 43 | 44 | 44 | 46 | 48 | 45 | 45 | 48 |
| Colored Glass | 73 | 74 | 74 | 76 | 81 | 71 | 70 | 73 |
| Milk Jugs | 7.4 | 5.4 | 7.1 | ---- | ---- | ---- | ---- | ---- |
| Mixed Plastic | 47 | 39 | 28 | 55 | 66 | 48 | 56 | 58 |
| Aluminum/Tin Cans | 11 | 12 | 13 | 16 | 11 | 12 | 11 | 12 |
| Tires | 11 | 10 | 10 | 10 | 6.0 | 12 | 10 | 6.7 |
| <u>Freon Units</u> | <u>11</u> | <u>12</u> | <u>11</u> | <u>11</u> | <u>7.6</u> | <u>7.9</u> | <u>3.2</u> | <u>4.9</u> |
| Recycle Total | 1,111 | 1,097 | 1,055 | 1,037 | 985 | 948 | 929 | 989 |
| Trash Total | 1,838 | 1,795 | 1,890 | 1,874 | 1,818 | 1,809 | 1,855 | 1,826 |
| Total Material | 2,949 | 2,892 | 2,945 | 2,911 | 2,804 | 2,757 | 2,784 | 2,815 |
| % Recycled | 37.7% | 38.0% | 35.8% | 35.6% | 35.1% | 34.4% | 33.4% | 35.1% |

Other Activities

- More Than Words Bookstore and Café continued their pick-up of the used books from the Swap Shed instead of disposing of them with the recycled paper. The books are sold at their Bookstore/Café in Waltham, MA. More Than Words is a nonprofit social enterprise that empowers urban youth by helping them run a business.
- The Styrofoam collection bin still continues to be very popular. The ReFoamIt Company from Framingham, MA picks up the material when the bin is filled. The large roll-off container is emptied about once a month. The weight is not substantial but it has diverted a large volume of material from the trash containers which must be hauled to the incinerator for disposal.

Members:

Robert Peary, Chairman
Daniel Scholten
Launa Zimmaro
Robert Wallhagen
Gary Davis (DPW)

PLANNING BOARD

The Carlisle Planning Board is a seven-member elected board with two appointed Associate Members, supported by a Planning Administrator and an Administrative Assistant. Massachusetts state statutes and the Town's bylaws establish specific responsibilities and requirements for the Planning Board.

The Board reviews and approves the division of land under the Subdivision Control Law (MGL Ch. 41) and the Board's Subdivision Rules and Regulations. It also serves as the Special Permit Granting Authority as authorized by the state Zoning Act (MGL Ch. 40A) and the Carlisle Zoning Bylaws for various types of land use and development petitions, including those for common driveways, conservation clusters, senior residential open space community developments, personal wireless service facilities, and accessory apartments. Under MGL Ch. 40, the Planning Board also must give its consent before any alterations are made to trees and stone walls along the Town's Scenic Roads. Further, the Planning Board serves in an advisory capacity to the Board of Selectmen for Site Plan Review of non-residential development and for the acceptance of Town ways, and to the Zoning Board of Appeals for Comprehensive Permits for affordable housing development under MGL Ch. 40B. The Zoning Act also requires the Board to guide the process of Zoning Bylaw amendments through Town Meeting.

Beyond these responsibilities, the Planning Board is also charged by state law (MGL Ch. 41) to "make careful studies and when necessary prepare plans of the resources, possibilities and needs of the town, and...submit to the selectmen a report thereon, with its recommendations." This charge also includes the Board's responsibility to prepare, from time to time, a master plan or study plan of the town. Although the most recent study plan was adopted by Town Meeting in 1995, the Planning Board regularly works with other boards in the preparation of more focused and contemporary plans that are required by the Commonwealth. These include, most recently, a Housing Production Plan, updated and approved by the state in 2015, and a comprehensive update of the Open Space and Recreation Plan that was completed in 2013.

Mission

The Board's overall responsibility under state law is to protect the health, safety and welfare of Carlisle's residents. Guided by the General Laws of the Commonwealth, the Zoning Bylaws, the Study Plan, and citizens' comments and concerns, the Board strives to preserve and enhance Carlisle's character through the use of its regulatory tools, while also respecting property owners' rights. To achieve these goals, the Board recommends and, as applicable, requires changes to development proposals through the permitting process. Board members and staff strive to work with project proponents, technical advisors, other Town officials, and citizens to shape development projects so as to preserve natural resources and minimize negative impacts upon the community.

2015 Development Overview

Consistent with the above mission, the Planning Board has long emphasized its attempts to manage residential growth in Carlisle, rather than simply permitting it in response to development applications. Increasingly, tracts proposed for development in Carlisle have

been either large parcels that long-term owners have kept out of development for many years or parcels with serious constraints on development such as extensive ledge or wetlands, riverfront area, minimal upland, and/or access issues. The latter category of parcels proposed for development, those with serious constraints, requires increased coordination among the land use boards to address often interrelated issues of stormwater management, water supply, sewage disposal, and protection of wetlands, surface water and groundwater.

In the mid-2000's, the Planning Board experienced extremely high levels of land development permitting. But from 2009 to 2012, the build-out of the new lots created by the Board's actions dropped to an average of 7-8 new home building permits issued per year. During these years, the surplus of lots available for development reached the range of 60-75. In 2013, new home building permits issued jumped to 19, the most since 2005. But in the last two years, 12 (2014) and 8 (2015) new home building permits were issued, showing evidence of a return to the post-2013 levels. After accounting for new lot creation, the inventory of available building lots at the end of 2015 was approximately 27. This modest supply, combined with the demand generated by a stronger economy, is likely to generate more proposals to develop available open land. From inquiries made to the Planning Board office late this year, there appear to be several sites under consideration. Therefore, Carlisle seems to be facing a period of increased growth, but should also expect that the Board will continue to manage it.

The Planning Board's permitting activity in 2015 produced only a few new individual house lots, but much of its meeting time and staff resources were concentrated on several large, unusual or complex projects that either have not concluded this year, or were in the jurisdiction of other bodies. The most significant of these was a traditional subdivision proposal for 4 lots on 10.25 acres on West Street. Although a small project, the site, which is constrained by wetlands, access issues, and is on Land Court-registered land, requires consent to remove protected trees and stone walls on a Scenic Road, involves use of a neighboring property, and also is entered from West Street at a point where the Town does not own the right-of-way. Including the Preliminary and Definitive Plans, and the Scenic Road request, the public hearings associated with these petitions have spanned 11 meetings, many including combined hearings, are were still open at years-end.

The Board also heard and acted upon two common driveway Special Permit requests this year, one begun in 2014 to amend Elliott Farms Way, a 6-lot driveway off Skelton Road approved in 2011, the other to approve an existing driveway serving two homes on Sunset Road that was non-compliant with the Zoning Bylaws. The former hearing required 5 Board meetings in 2015, following upon 7 sessions the previous year, concluding with a November approval. The latter took only two meetings to approve, but months of staff effort preceded that hearing, working with the home owners to complete the legal and engineering documents necessary for the Board's action.

Complex and sometimes contentious applications submitted to other Boards have required significant involvement by the Planning Board this year. The continuing review of a 40B Comprehensive Permit application to the Zoning Board of Appeals ("ZBA"), submitted in 2014 for the proposed development on Long Ridge Road, and coordination with the Town Advisory Group ("TAG") for this application, required discussion at 7 additional Board meetings this year. The request to the Selectmen for Site Plan Review of a Public Safety

Communications Tower at the Carlisle School, also submitted in 2014, also carried over into this year, and the Board became involved in the development of a Request for Proposals for consulting services to quantify the current operation and future needs for the Town's public safety communications system. This application, and its hearing before the Selectmen, was still open at year's end. Another Site Plan Review application was submitted in September for two group homes on Bedford Road. This project, sponsored by the Carlisle Affordable Housing Trust (CAHT) on land leased by the Carlisle Housing Authority (CHA), raised many questions about its use classification, allowable conditions of approval as a use subject to the Dover Amendment, and concerns raised by other Town boards and officials regarding wastewater treatment, stormwater management and public safety for traffic and pedestrians. Approval of the site plan was granted by the Selectmen in December, but the Planning Board remains involved in helping Town agencies to address the above issues, based on its experience and knowledge of these matters.

In 2015, the Planning Board continued to oversee the build out of roadways and other infrastructure at previously-approved developments at Hanover Hill, Greystone Crossing and Chestnut Estates (see table summarizing Carlisle's development status below). In addition, the Board engaged in a conceptual review of plans to expand an existing personal wireless communications facility on Westford Street.

It has also continued focus this year on several internal tasks that are necessary to support development decisions in the town. These include the annual updating and correction of the Town's official maps. These include not only property information maintained by the Assessors, but also information on conservation restrictions and the Wetland/Flood Hazard Zoning overlay district. The Board had previously adopted a noise control policy for construction activities, but this year they were asked by the Selectmen to help a working group draft a proposed general noise control bylaw. They also were asked by the Board of Health to review proposed changes in that board's regulations, as well as to support their proposal to adopt combined development pre-submission conferences. The Selectmen asked for a review of their FY 2016 goals, and the Community Preservation Committee sought comments on the development of a Community Preservation Plan. The Pathways Committee presented a plan to extend the Town's existing footpath network in the Town center, and the Carlisle Conservation Foundation presented a proposal to negotiate a conservation restriction for a substantial parcel of farmland on Westford Street.

More specific reports on many of the above Planning Board efforts will follow below.

Affordable Housing

The Planning Board has continued to be active in the Town's efforts to create affordable housing while protecting the Town's residents from negative impacts from projects that could be developed under Chapter 40B of state law ("Comprehensive Permits"), which allow a developer to override many Town bylaws and/or regulations.

As noted above, an application was submitted to the ZBA in 2014 for a comprehensive permit to construct a 20-unit, single family development on a 9.8 acre parcel at 100 Long Ridge Road. This development, if constructed, would provide 5 affordable ownership units and 14 new market-rate units (one unit exists). The Planning Board, while it has no formal role in the approval of 40B applications, provided two written reports and its

recommendations to the ZBA. At least two members of the Planning Board regularly attended ZBA hearings, and former Board Chair Freedman served as chair of the TAG formed by the Selectmen to monitor and provide suggestions on the process of this 40B review. Planning Administrator Mansfield also served on the TAG. The Comprehensive Permit was approved by the ZBA in August, 2015, but an appeal was filed by the applicant to the State's Housing Appeals Committee, and remains pending.

This year the Town undertook a 5-year revision of its Housing Production Plan, a requirement of the state to earn and maintain credit for affordable housing units to meet the goals of maintaining minimum annual unit production and/or 10% of the town's total housing stock. Two Planning Board members served on the steering committee, which was a joint effort of the Board with the CAHT and the CHA. The Board approved the Plan for submission to the State in September, and the State subsequently issued its approval. On the prior request of the CHA, the Board and its staff also undertook research to assess the feasibility of adoption of an inclusionary zoning bylaw to maintain the level of affordable units in town. However, no bylaw proposal was put forth in 2015.

As discussed earlier, the Planning Board has continued to work this year with the Selectmen, the CAHT and the CHA in preparation for construction of housing for handicapped DDS clients on Town-owned property at 338 Bedford Road. As the project moves forward, the Board expects to be involved with the design of infrastructure improvements to serve this project.

Construction Management

A substantial portion of the Planning Board's work involves the oversight of land development projects during the construction process until completion to ensure that each site's development is consistent with the Board's approval. In larger residential projects, this is an effort that may continue for 7–10 years until construction of the homes in the development is completed. The Board works with its peer review consulting engineers to maintain this oversight until it can be certified that the project is complete.

The status of all current and proposed development as of December 31, 2015, is summarized below:

| Location | Lots | Name | Status |
|--|-------------|----------------|--|
| <u>Subdivisions</u> | | | |
| Westford St. | 34 lots | Hanover Hill | Approved 2008; not yet complete |
| 81 Russell St. | 2 lots | Garrison Place | Approved with SROSC 2014; not built |
| <u>Special Permits - Common Driveways</u> | | | |
| Off Cross Street | 2 lots | #317 (no name) | Approved 1998; Review incomplete |

| | | | |
|--|----------------------------|---------------------------------------|---|
| Off Cross Street | 4 lots | Trillium Way | Approved 2006, amended 2010; completed 2015 |
| Off Rutland Street | 4 lots 3 lots | Chestnut Lane Twin Beech Road | Approved 2007; not yet complete |
| Off Hanover Road (Westford Street) | 5 lots 3 lots 2 lots | Sorli Way Gormley Way (no name) | Approved 2008; not yet complete |
| 268 Fiske Street | 2 lots | (no name) | Approved 2008; not yet complete |
| 291 River Road | 6 lots | Elliott Farms Way | Approved 2011, amended 2015; not built; permit expires 2017 |
| 871 Bedford Road | 2 lots | (no name) | Approved 2013; signage not complete |
| 61 Judy Farm Road | 3 lots | Isaac's Way | Approved 2014; not built |
| <u>Special Permits - Conservation Clusters</u> | | | |
| Cross Street | 15 lots | Greystone Crossing | Approved 2006; completed 2015 |
| Rutland Street | 7 lots | Chestnut Estates | Approved 2007; not yet complete |
| <u>Special Permit – Senior Residential Open Space Community</u> | | | |
| 81 Rutland Street | 16 units | Garrison Place | Approved 2014; appealed to Land Court |

Finances

Planning Board activities during 2015 generated a total income of \$11,550 through application fees, all of which was paid to the General Fund. The Planning Board has no statutory mechanism to retain application fees, unlike many other Town boards, and is entirely reliant on Town Meeting appropriations to conduct planning activities.

Project review fees, which are held in special revenue accounts (“53G accounts”) and limited to payment of the costs of technical review of submitted plans and project construction oversight by engineering consultants, were received in a total of \$7,500 for 2015. Any funds remaining in the account allocated to a particular project are returned to the applicant once the development is completed or the approval lapses. As noted, none of these fees can be used for planning initiatives by the Town.

Several years ago, the Planning Board proposed a recurring warrant article to provide some funding previously covered under the Planning and Professional budget line item, eliminated in 2009 as part of a series of budget cuts. This article in the amount of \$5,000 was approved at the 2010 Annual Town Meeting, and an equal amount was added at the 2011 Town Meeting, bringing the total to \$10,000. No additional funds were requested or expended in 2015. These funds can be used for Board initiatives such as the need to review and revise local bylaws or regulations or to fund planning consultant services related to the needs of the Town. Examples of past projects of this nature are the development for the Selectmen of an RFP for Wireless Facilities on Town-owned land or rights of way, the revision to the Comprehensive Permit Rules and Regulations for the ZBA, and the preparation of draft LIP regulations for the Selectmen.

Overview of 2015 Board Activity

Traditional measures of Board activity in terms of permits granted, new lots or roadways created, development projects completed, or fee income derived do not accurately reflect the majority of the business that the Planning Board normally undertakes. The following categorized summary gives a more accurate picture of that work, much of which was generated by initiatives taken by the Board itself to support its permitting functions and Planning Board services requested by and provided to other Town and regional agencies.

Applications to the Board: Approval Not Required (Subdivision) Plans

- 121 Skelton Road – 2 lots
- 661 Autumn Lane – 2 lots
- 223 Rutland Street – lot line adjustment
- 223 Rutland Street – 3 lots
- 121 Skelton Road – 1 lots
- 767 Bedford Road – 3 lots

Other Applications to the Board

- Common Driveway Special Permit, 61 Judy Farm Road – 3 lots
- Amendment to Common Driveway Special Permit, Elliot Farms Way – 3 lots
- Common Driveway Special Permit, 163-168 Sunset Road – 2 lots
- Preliminary Subdivision Plan, 542-570 West Street – 4 lots
- Definitive Subdivision Plan, 542-570 West Street – 4 lots
- Scenic Road alteration consent – 542-570 West Street
- Accessory Apartment Special Permit – 149 Judy Farm Road

Public Hearings not Associated with Permit Applications

- Site Plan Review (Selectmen) – Group homes, 338 Bedford Road
- Site Plan Review (Selectmen) = Public Safety Communications Tower, School Street

Conceptual Plan Discussions

- Personal Wireless Communications Facility – 1022 Westford Street (co-location)
- Extension of Town Center footpaths – Bedford Road (Pathways II Committee)
- Proposed Conservation Restriction, Westford Street (Carlisle Conservation Foundation)

Planning Board Construction Oversight

- Hanover Hill (off Westford Street), roadways, common driveways, footpaths, trails, and drainage infrastructure build out
- Greystone Crossing Conservation Cluster (off Cross Street), common drives, trail, footpath and drainage infrastructure build out
- Chestnut Estates Conservation Cluster (off Rutland Street), common drives, trails and infrastructure build out

Planning Board Initiatives

- Prepared and reviewed draft amendments to Zoning Bylaws re: Sec. 7.6 (Site Plan Review)
- Studied potential amendment of Sec. 5.4.4 of the Zoning Bylaws (Common Driveways)
- Reviewed potential amendment to Sec. 5.8.4 of the Zoning Bylaws (Solar Photovoltaic Overlay District)
- Continued review of Open Meeting Law amendments and implementation of PB compliance
- Members and staff attended seminars and training by Metropolitan Area Planning Council, Citizen Planner Training Collaborative and Mass. Association of Planning Directors

Planning Support Services Provided to Other Boards, Departments, Towns and Regional Entities

- Worked with Assessors and Town's mapping contractor to provide and review annual tax map updates, and to make GIS maps available on the Town server
- Reviewed and provided comments to the Working Group on proposed Noise Control Bylaw
- Reviewed and provided to Building Commissioner PB file information regarding accessory uses and non-compliance with Zoning Bylaw requirements at properties at various locations
- Provided written and oral responses to the Town Technology Survey
- Reviewed and provided recommendations on the Selectmen's draft Local Initiative Program (40B) Regulations
- At request of Carlisle Housing Authority, considered investigated the feasibility of adoption of inclusionary zoning provisions to maintain affordable housing units
- Reviewed and revised updates to the 2015 Housing Production Plan; approved Plan for submission to the DHCD
- Assisted the Selectmen in the development of a RFP and review of proposals for technical services to quantify operation and future needs of the Town's public safety communications system
- Provided input to Selectmen and the Board of Health on proposed policy to establish joint pre-submission conferences for development applications
- Reviewed revised Board of Health regulations on manure management
- Consulted with Town Counsel on various Planning Board policy matters
- Provided continued support through the Town Administrator and in conjunction with Westford and Acton for funding and State approvals to extend the Bruce Freeman Rail Trail through Carlisle

Other Business

- Annual budget analyses and projections at request of Finance Committee
- Technology management, including but not limited to upgrades of office software and hardware

- **Staff and Board member re-certification of completion of State Ethics Law training**

Membership

In the 2015 annual elections, two 3-year positions were available. The incumbents, Drew McMorrow, the most recent member to join the Board, and its longest serving member and then-Chair, David Freedman, both opted not to seek another term. Fortunately, two highly qualified town residents were nominated to fill these seats, and they were elected in May without opposition. Ray Bahr had previously served as both an Associate and full Member of the Board prior to 2006, and Peter Yelle had offered his expertise many times to assist the Board on personal wireless communications Town initiatives and permit applications. Two Associate members, Tom Lane and Brian Larson, have continued their service to the Board this year. Specifically, Lane served on three special permit applications in 2015, two for common driveways and one for an accessory apartment.

In the reorganization after the election, Peter Gambino was elected to serve as Chair, Ed Rolfe as Vice-Chair, with Jonathan Stevens re-elected as Treasurer, and Marc Lamere assuming the duties of the Board Clerk. Thus, over the course of 2015, the Board's business has been carried out efficiently with a new leadership team, and the Board's high level of dedication and expertise has been maintained.

Planning Board members also continued to emphasize the importance of maintaining liaisons with other boards and committees. Peter Gambino serves as liaison to the Selectmen, the Housing Authority, the Recreation Commission, the Pathways II Committee, and to Town Counsel. He is also the alternate liaison to the Carlisle Energy Task Force. Ed Rolfe is a member of the Historical Commission and the Community Preservation Committee, is liaison to the ZBA and the Board of Health, and is alternate liaison to Town Counsel. Marc Lamere is liaison to and a member of the Trails Committee, serves on the Conservation Restriction Advisory Committee, and is alternate liaison to the Selectmen and to the Conservation Commission. Karen Andon represents the Board and the Town on the Minuteman Advisory Group on Interlocal Coordination (MAGIC) and serves as the alternate liaison to the ZBA. Jonathan Stevens is alternate liaison to the Housing Authority and to the Board of Health, Peter Yelle is liaison to the Conservation Commission, and Ray Bahr is liaison to the Energy Task Force.

Support

The Planning Board benefits from high quality professional assistance, having engineering consultants with a broad range of expertise available to assist in the technical review of the plans brought before the Board, work that is paid out of restricted special 53G accounts funded by applicants (with any unused funds ultimately returned to them). The Board uses the services of Nitsch Engineering, Inc., of Boston, and LandTech Consultants, Inc., of Westford. The Board also relies on the expertise of Town Counsel, Miyares and Harrington, LLP, to help interpret zoning and subdivision law and to represent the Board in litigation. As reported above, there is currently an appeal of the Board's November 2014 decision to grant an SROSC Special Permit at 81 Russell Street. Land Court has not yet set a trial date to hear this appeal.

The Planning Board's staff has continued to provide excellent service throughout the year. In the fall, the Board proposed and the Town's Personnel Committee approved a

reorganization of staff office hours, with a goal of taking full advantage of their experience to provide better service to Town residents and to the Board's applicants. Planning Administrator George Mansfield has completed his twentieth year providing professional support to the Board, Gretchen Caywood, after serving as part-time Administrative Assistant since 2005, became available this year to work full time in that role. Mr. Mansfield proposed cutting back his hours by one day to address personal needs, which allowed Ms. Caywood to staff the office each day during regular Town Hall hours, with a minimal increase in the Board's budget. This will give the Board the resources it needs to carry out its many duties, including long range planning. Ms. Caywood will also continue her role as Secretary to the Historical Commission, and bring the knowledge gained from this experience, as well as from her previous service to the Board of Health and as part-time Assistant Town Clerk, to broaden the Planning Board's ability to carry out its mission.

The Year Ahead

During 2016, the Board will continue to confront the challenges of the changing needs and resources of the town. The Board expects to coordinate with the Board of Selectmen in initiating a Master Planning effort. The Board also expects to continue to provide planning advice to others in their efforts to interpret and amend the Zoning and General Bylaws to meet the needs of the Town. While it is difficult to predict the level of new development, with the Town's long-range planning efforts, with the expectation of continuing applications for both conventional and affordable housing development and the build-out of Board-approved projects, and anticipating the development at 338 Bedford Road, the Long Ridge Road 40B proposal—if approved, and the SROSC development—if resolved, 2016 is expected to be a busy year.

In all matters, the Planning Board will, as in the past, be working with the Town's other land development, public health, housing, and environmental protection agencies. In this manner, the Board's goal is to achieve cost savings through better coordination, as well as to preserve open space and rurality, provide a diversity of housing choices through a managed process, safeguard water quality and quantity, and control the fiscal and other impacts of new development upon the town.

Planning Board Members:

Peter Gambino, Chair
Ed Rolfe, Vice Chair
Jonathan Stevens, Treasurer
Marc Lamere, Clerk
Karen Andon
Ray Bahr
Peter Yelle

Associate Members:

Tom Lane
Brian Larson

RECREATION COMMISSION

The Recreation Commission continues to develop and deliver a selection of fee-based arts & crafts, life skills and fitness programs to residents of all age groups.

The committee consists of Rick Amodei (Chair), Mark Spears Dave Moreau, Noreen Ma and Kevin Smith.

The committee employs a Director (Holly Mansfield) responsible for program development, oversight and administrative needs.

Need for Fields still exists

In 2015 the Selectman approved funding for a report on field usage and needs and a proposal for build-out at Banta-Davis. While the final report from Gale Associates is pending, initial numbers indicate that there is a significant disparity between the number of Carlisle players utilizing the Concord Carlisle regional youth sports programs (about 25%) and the number of practices and games using Carlisle fields (about 12%). Additionally with the exception of the baseball venues, Carlisle fields have been overused, contributing to poor conditions.

For many years, Carlisle has been able to capitalize on the goodwill of our neighbors and utilize fields in Concord. Concord has made a major commitment over the past decade to add new fields and to upgrade and rehabilitate existing facilities. A new initiative from a local non-profit, CC at Play, to upgrade existing facilities in Concord and replace those displaced by the high school building project is expected to provide benefit to Carlisle residents, while increasing the disparity between the two towns in terms of field supply and proportional use.

Given the need for more fields in Carlisle, the Recreation Commission expressed its concerns at Town Meeting in 2013 and 2014 in response to proposals to use the location of existing recreation facilities on the Banta-Davis Land for municipally supported affordable housing. In addition to the reduction in land for current and future recreation needs, housing at Banta-Davis would limit activities at existing town playing fields. Aside from facilities on school property at Banta-Davis and Spalding, the Town currently has no in-town alternative for recreation facilities.

In spring 2004, additional land with room for a single playing field was acquired for active recreation at the Benfield Parcel A site using Community Preservation Act (CPA) funds. This parcel is the only land in Carlisle specifically dedicated to active recreation. Subsequent to the acquisition, however, environmental concerns, the need for a lengthy access road through bordering vegetated wetlands including a certified vernal pool, and neighborhood opposition impose significant obstacles to development of a playing field at this location. Accordingly, there are no immediate plans for a playing field at this site and the additional CPA funds budgeted to design fields on this parcel are unlikely to be spent.

Existing Fields & Facilities

Currently the Recreation Commission schedules and maintains one 90-ft baseball diamond, one 60-ft baseball diamond, one 50/70 diamond and two multi-purpose fields. In addition,

the Commission maintains an asphalt running track, two tennis courts, two tot lot playgrounds, and a fitness cluster. A beach volleyball court was added at Banta Davis last summer. A boardwalk connecting the Spalding and Banta-Davis facilities was completed last spring.

Needed Fields & Facilities

The field study was delayed and will be available this spring. Upon receipt of the Gale field study, the Recreation Commission will establish a Long Range Planning Committee. This committee will include members from outside the Commission. Starting with the data and plans for Banta-Davis in the Gale study, the new committee will be tasked with soliciting community input to establish clear facility goals that are consistent with desires of the community at large. The Commission is also committed to increasing user and spectator ADA accessibility to all recreational facilities.

Fields and Facilities Maintenance

The Recreation Commission administers the contract for field fertilization and pest management, which during 2014 continued the organic program. A three-year contract for field maintenance (mowing, trimming, field refurbishments and management) was awarded in 2014. A new bid is going out this spring.

BANTA-DAVIS: The Recreation Commission has responsibility for maintaining and scheduling the fields on the Banta-Davis land. The Rory Bentley Fitness Cluster is also located at Banta-Davis.

SPALDING: The Recreation Commission has responsibility for maintaining and scheduling the playing fields at Spalding. Careful coordination with the school sports and other youth group usage and maintenance of the fields at times required mowing at one end of Spalding while activities were ongoing at the other end.

DIMENT PARK: The tot lot is used as a place for children up to age 5 years old as one of the only venues in town to meet and socialize.

BANTA PLAYGROUND

In 2013 the Carlisle Boy Scout troop 135 with some assistance from the DPW recycled the tot lot discarded from the school building project and installed it next to the Banta-Davis Soccer field.

TENNIS COURTS: Tennis lessons for adults and children were offered for five weeks in the afternoons in spring and for five weeks in the mornings and afternoons in the fall. The summer program utilized the tennis courts from 9:00 AM to 3:00 PM Monday through Friday over a six-week period for children's lessons. The courts were finished and cracks patched last summer.

Programs

Recreation programs included a variety of recreational opportunities to meet the needs of all segments of our community. The Carlisle Public School graciously allowed recreation the use of the Brick Building located on school campus. The use of this facility has greatly increased the success of our programs. We offer a range of fitness, arts & crafts and life

skills classes during the spring, summer, fall and winter seasons using the town hall and school facilities as well as some outside vendor locations. The Summer Fun Program for youth (age 4+) is offered for seven weeks during the summer using the school facility and the outdoor recreation facilities. About 10 young people are employed during the summer as counselors and swim instructors. We offer a wide range of programs for residents in Carlisle to include all ages and interests. Programs include a variety of health and wellness, toddler, science, arts, sports, and educational classes. Ski programs for youth were offered at Nashoba Valley Ski Area in Westford. Basketball programs for adult and youth ran every night in the winter and on weekends in the Corey Gym at the Carlisle Public School. Adult evening badminton and basketball was also popular again this year.

Giving back to the Community

The Recreation Commission's goal is to provide quality programs for all residents of Carlisle and to reinvest in our community. Every year the Recreation Commission gives back to the community from the excess fees generated from our programs and from gifts and grants received for recreation projects.

We are fortunate to have many teenagers and adults performing community service as chaperones, coaches and referees. Often their service means a program can run despite low enrollments or at a lower cost. Sometimes their service allows a child to continue taking swim lessons or participate in a seasonal program when they might otherwise need to forego such an opportunity due to financial circumstances.

The Recreation Commission is very happy and pleased to have senior citizens helping us as part of the Town of Carlisle Senior Work Program. These individuals have brought relief with enthusiasm and good humor to an otherwise over extended staff.

We are grateful for the support of the Concord Carlisle Community Chest and the donations to Carlisle Recreation from residents of Carlisle. These donations all contribute to the well-being of our community.

TRAILS COMMITTEE

The Trails Committee in 2015 pursued its five major goals: 1) public education, 2) maintaining existing trails on public land, 3) working to preserve trails on private land being developed, 4) creating new trails, and 5) advising the Selectmen on trails issues.

Public education –The committee led five public walks this year. A February full moon night hike at Foss Farm drew 40 people in calm, clear conditions with plenty of snow. In May, we co-sponsored a vernal pool walk with the Conservation Foundation and Conservation Commission at Benfield Hill. Dr. Bryan Windmiller talked about life in a vernal pool and caught a number of critters for the participants to examine. Our annual Double Sundae Sunday Saunter on Old Home Day in June was rained out for the first time. On a lovely fall day in October, 25 people walked the Towle Land, enjoying the fall foliage and viewing the new intersection markers. The annual post-Thanksgiving walk was from Great Brook Farm to the Thanksgiving Forest in Chelmsford. 48 people enjoyed the sunshine and unusual 60 degree weather. In addition to the public walks, the committee led a walk for Carlisle Brownies at the Conant Land in November focused on hiking safety.

The Trails Committee's guide book to the Town's conservation lands, "Trails in Carlisle", continues to sell well at the Town Hall and Ferns Country Store. Work is well underway on the next edition, planned for 2016. Individual trail maps are available on the Trails Committee web site, carlisletrails.pbworks.com. The web-site maintained by volunteer Lisa Ankers, links to the Town's web site, and also includes information on the Carlisle Trekker Award and notices for upcoming walks and work days. Volunteer Kim Schive (Trekker #17) started a Facebook page, "Carlisle Trails", to reach out to a different audience with trail information.

The committee made good progress on its multi-year project to add uniquely numbered intersection markers at all major trail junctions in town (outside of Great Brook Farm, which has its own markers). We are working with art students at the Carlisle Public School to add nature-themed art work to each marker, as a way to raise awareness of trails and conservation land in the students and their families, and to make the markers more interesting to hikers. The first 25 markers were installed at the Town Forest and Towle Land this year. The committee walked the other 18 conservation parcels and mapped locations for future markers, 134 in total. These locations will be shown in the new trail book maps. Another 47 markers had numbers routed and are being painted at the school; 21 have had numbers routed, and the rest are in progress.

There was one new Carlisle Trekker Award earned this year for hiking all of Carlisle's trails: Andrew Wilmot (#31), the first to do all the trails on cross country skis!

Trail maintenance and construction – Trails Committee members removed dozens of fallen trees from trails throughout the year on virtually all public lands. In addition, we invited volunteers to help in a public work day in September. 15 people came out to clear trails in four crews at Great Meadows, Greenough, Banta, Davis Corridor, and the Otter Slide Trail.

Other maintenance projects included repairing 2 boardwalks in Great Meadows and a bridge in Rockstrom, mowing trails in Great Meadows and the Benfield Conservation Land, and clearing vegetation from the canoe landing at the Elliott Preserve.

In terms of new construction, the bridge from Spalding Field to Banta Davis was completed by a private contractor under the Recreation Commission with CPA funding. In May, 20 volunteers built two bridges in the Davis Corridor across seasonal streams. In August, a series of “duck boards” was added to the Davis Corridor trail section relocated last year, to bypass springtime wet spots. In October, 28 volunteers built two boardwalks (23 and 31 feet long) in the Rangeway conservation land. We worked with the State Park on a plan to add two bridges over wet spots on the Otter Slide trail. However, near the end of the year beavers built a dam under a bridge on Old Morse Road and flooded most of the Otter Slide trail, so the plan is on hold. A plan to repair severe erosion on the Old Morse Road trail below a common driveway off Ember Lane was developed with the DPW and approved by Cons Com. Work will occur next year.

Committee member Bert Willard built 4 wooden trail benches. One was installed at Greenough on the Wood Duck Trail, and the rest will be installed next year (Greenough, Benfield Hill, and Spencer Brook Reservation).

Preserving trails and new trails – (1) Boy Scout James Sibley led an Eagle Scout service project to cut the new Coyote Rock Trail in the Town Forest in September. He also added erosion control at the trail entrance off East Street. (2) Boy Scout Matthew Roberts created a new trail and 60-foot boardwalk at Spencer Brook Reservation in September, again for his Eagle Scout service project. It leads to a panoramic view of the Spencer Brook wetlands. The Trails Committee greatly enjoyed working with these young men and thanks them for their additions to the town’s trail system.

Interfacing with other boards and committees – We are working with the Carlisle Conservation Foundation on plans for potential new trails in conservation efforts for the Sorli Farm on Westford Street and Woodhaven Farm on Prospect Street.

Finances – At year’s end there was \$13,596 in the Trail Maps revolving fund, \$8,685 in the CPA account, \$921 in the Trails Grant account, and \$400 in the Gift account. The end date for expending funds from the CPA grant was extended to 2018 by annual Town Meeting. The Gift account was created this year for a donation from a Carlisle mountain bike group.

Acknowledgement - The Trails Committee would especially like to thank the many volunteers from the community who have helped in our trail projects through the year. We also wish to acknowledge the unnamed volunteers who quietly maintain trails in their neighborhoods without direct involvement of the Trails Committee. Without volunteers, the Town wouldn’t have its wonderful trail system.

Members:

| | |
|-------------------------|--------------------|
| Alan Ankers, chair | Louise Hara, clerk |
| Steve Tobin, vice chair | Henry Cox |
| Marc Lamere, treasurer | Warren Spence |
| Bert Willard, secretary | |

**LIBRARY
&
EDUCATION**

GLEASON PUBLIC LIBRARY

Gleason Public Library Mission Statement

The Library provides materials, programs, services, technology, and space to support all ages in their endeavors to learn, to discover, to engage, and to connect with one another, the Carlisle community, and the wider world.

Strategic Plan update

In 2014, the Carlisle community helped the Gleason Public Library (GPL) develop a 5-year strategic plan. In 2015, the Library completed or started many of the goals outlined for the year including: collaborating with local organizations to jointly host programs for all ages, forming a Teen Advisory Board, expanding the Art at the Gleason program, conducting off-site story times and school visits, beginning work to create a database for local archives and artifacts and beginning work to create a quiet study room on the second floor.

General Services

GPL maintained a wide-range of services, including access to over 64,000 locally held books, audiobooks, DVDs, magazines, newspapers, and eBooks, as well as almost three million titles via membership in the Merrimack Valley Library Consortium (MVLC). GPL also provided access to computers, printing, online research databases, and the Internet. In 2015, GPL added the following services and resources:

ComCat: In November, the MVLC started using the Commonwealth Catalog, which replaced the Virtual Catalog, to allow patrons to request materials from outside the consortium. Patrons can request items directly or ask a library staff member to place the hold for them.

Ancestry.com and Heritage Quest databases: The popular genealogy databases, Ancestry.com and Heritage Quest were added to the Gleason collection for in-library use. Patrons can research family history, view census records, photographs, city directories, maps, court documents, vital records and much more.

Consortium Purchases: Through the membership in the MVLC, Gleason patrons are now able to take advantage of streaming music via the Freegal subscription and have access to hundreds more Chinese and Spanish language eBooks in the Overdrive collection.

Buildings & Grounds

GPL is fortunate to be housed in a beautiful facility that is well used and well loved by the community. In 2015, regular maintenance and planning for improved spaces included:

Carpet/Upholstering cleaning: In October, all carpets and upholstered furnishings were professionally shampooed.

Children's Library/Study Room Project: In order to prepare for the creation of a quiet study room, the children's fiction moved to a new space on the second floor. Plans are underway to create a quiet study room/conference room in the former fiction area that will include a conference table and a flat screen monitor to allow for displays, presentations, or digital art.

Maintenance Repairs: Yearly maintenance to electrical, plumbing, and heating was on-going.

Energy Improvements: Additional monitoring controls were installed in November to allow the staff and Town to see how the building is performing in terms of electrical, heating and cooling use. This information will be helpful as further plans develop for improvements to the HVAC system.

Love of the Written Word

From story times for young children to book clubs for kids, adults and seniors, GPL fosters a love of reading for all ages. GPL was pleased to offer the following in 2015:

Story Timesⁱⁱ: Story times were offered for toddler through aged six. Highlights of the year include: Seana Rabbito offered story times at the Farmer's Market during the summer; Marty Seneta read folk tales and folk stories at the Carlisle School's first One World Multicultural Fair in March, offered PJ Story time on Wednesday's once a month, and held a teddy bear story time where kids marched their teddy bear puppets through the Library.

Book Clubs: A variety of book clubs and discussion groups met regularly at the Library, including the Community Book Club (led by Mary Zoll) for adults and three book clubs for children (led by Marty Seneta and Tahleen Shamlan).

Reading Poetry Anew: This group met monthly to read and discuss poetry. It is led by Mary Zoll.

Children's Programs & Events

In addition to regular story times, crafts, book discussions, and family movies, the Children's Department offered a variety of special events in 2015. All events were coordinated by Marty Seneta and Tahleen Shamlan unless otherwise noted.

Summer Readingⁱⁱ: Over 1200 kids and families attended a summer reading event at the Gleason Library. Special events included a kick-off party, raffles, story times, bingo and crafts. The Hampstead Stage Company presented a 2-person Robin Hood play. Story teller, Diane Edgecomb presented stories from around the world.

32nd Annual Pumpkin Spectacleⁱⁱ: Over 100 kids attended the balloon and magic show at the Carlisle School, while pumpkins were judged back at the Library. Many lucky winners walked away with prize pumpkins and a good time was had by all.

Polar Express Story Time & Party: The 2nd annual Polar Express Pajama Story Time was a success with over 100 people attending the after-hours event. Children were treated to an interactive story, craft and photo booth. Refreshments were provided by Whole Foods of Bedford.

Special Events: Special events through the year included a teddy bear story time, Creature Teachers, Eyes on Owls, and Day of the Dead Skull painting and the Gingerbread House making program for families.

Teen Programs & Events

GPL offered a variety of regularly scheduled and special events for Carlisle teens and tweens. All events were coordinated by Tahleen Shamlan.

TAB: The Teen Advisory Board that was formed in 2014 has four members who help gather input from local high schools students about what they want to see in the Library. The group has helped by volunteering at events such as the Pumpkin Spectacle.

Special Eventsⁱⁱ: Special events this year included Friday Night Study Night before midterms – about 15 students came to study alone and in groups. Whole Foods generously donated food to keep their brains active and alert throughout the night. There was also a practice SAT test held in December.

Crafternoonsⁱⁱ: A variety of craft workshops were offered each month including pasta making and decorating personalized notebooks.

Early Release Day movies: Always a popular program on early release day, the Library continues to offer movies and a snack for students in grades 5-8. The Hollis Room is often at capacity as students get to see the latest new movies and relax with friends.

Adult Programs & Events

GPL offered a wide-variety of educational and entertainment events for adults throughout the year. Adult events were coordinated by Martha Feeney-Patten, Katie Huffman, and Christine Schonhart with assistance from many local organizations and a variety of volunteers.

Carlisle Readsⁱⁱ: GPL hosted its 7th annual Carlisle Reads in January. The 2015 book was *Life After Life* by Kate Atkinson, the first time a work of fiction had been chosen. In addition to the book discussion, the Library offered two movies on related topics and a lecture by Eliot Lilien on World War II history.

Art at the Gleasonⁱⁱⁱ: As part of its mission to provide for the cultural needs of Carlisle's citizens, GPL offers space for art exhibits. These exhibits are curated entirely by volunteers. Shows for 2015 included: January – February: a display from Carlisle artists featuring Sara Smith, Denise Kracz, Nancy Stadlander and Jenn Goodale; March – April: Carlisle School Annual Spring Art Exhibit, featuring the work of Carlisle students in grades 2-8; May-July: oil painting, fiber arts and photography by Susan Lehotsky, Valerie Maser-Flanagan, and Joan Allen, and jewelry by Penelope Cox; August – October: mixed media works by Dayna Talbot and Leslie Zelamsky and pottery by Barbara Guilmet and Samantha Tucker; and November – December: jewelry, paintings, photography, and mixed media by Lisa Heffley, Ron Hubbard, Raj Das, Patricia Ward, and Andrea Harrington. After-hours receptions were held in February, April, and November.

Special Events: Many popular programs were held at the Gleason Library. Gleason hosted Community Conservations^{iv} with topics ranging from learning how to use Photoshop, to organizing clutter, publishing a memoir, and listening to opera and the Cultural Lecture Series^{iv} which included Art Matters, Gary Hylander and Opera with Richard Travers. Over 700 people attended these programs.

History Programs: Several history programs were offered throughout the year including: America in the Middle East with Gary Hylander³; images from the Cold War; and a popular repeat from 2014, Kevin Gardner presented a lecture on New England stone walls^v.

Art & Culture Programs^{iv}: Richard Travers presented two popular music programs, “Listening to Opera” and “Music of the Cold War”; Jane Blair presented Art Matters which included lectures on the Renaissance, Goya, Rembrandt and Vermeer among others.

Nature & Science Programs^v: Claudia Thompson presented “Grow Native”^{vii}, where she described how native plants enrich your landscape and community; Diane Edgecomb presented “The Language of Flowers”; and “Conservation Begins at Home”⁴.

Technology Help: Workshops were offered on Facebook, Photoshop, and how to use your eBook device. Patrons also received one-on-one technology help by booking time with staff or asking at the reference desk.

Saying Goodbye & New Beginnings

Library Director: In September 2015, after three years of service, Katie Huffman resigned to begin an exciting new chapter in Connecticut. Her last day was September 25. Katie brought a strong work ethic, a penchant for creating clear processes, and a warmth that was felt throughout the town. She will be missed. Christine Schonhart was chosen as the new Director; starting on September 21st. Christine was formerly the Director of Library Services, Branches for the Boston Public Library.

Support & Collaboration

Friends of the Gleason Public Library: FOGPL continue to support GPL by providing funds for special events and services. One hundred eighty-three members together donated over \$18,000 in 2015. These funds supported a variety of museum passes, many special events, technology enhancements, and opportunities for professional development for the Library staff. Carlisle resident, Jeff Bauman, was invited to speak at the annual meeting in November.

Volunteers and Tax Workers: Over sixty volunteers donated their time and energy in 2015. Volunteerism and the involvement of the Senior Tax Workers keep GPL in shape by helping with shelving, cleaning, displays, programs, landscaping, promotions, and special projects. Additionally, the Library Trustees and other committees and groups including the Art at the Gleason curators and the Carlisle Reads Planning Committee donate countless hours of their time to keep Gleason relevant to the community.

Library Statistics*

| | | |
|------------------------------------|---|--------|
| Hours Open per Week | January – June and September - December | 55 |
| | July – August | 51 |
| Items Owned by GPL | | 64,114 |
| Items provided by other libraries: | | 15,645 |
| Items provided to other libraries: | | 24,509 |
| Carlisle patrons: | | 4,882 |
| Total circulation: | | 96,551 |
| Digital circulation: | | 3,464 |

| | |
|-------------------------------|-----------|
| Number of visitors: | 83,078 |
| Number of programs/attendees: | 228/4,649 |

*Circulation and holdings data is based on the FY15 (July 1, 2014 – June 30, 2015) as reported to the Massachusetts Board of Library Commissioners

Library Staff

Director: Katie Huffman (January – September)
Director: Christine Schonhart (September – present)
Assistant to the Director: Kathryn Untermeyer
Assistant Director/Head of Children's: Martha Seneta
Senior Librarian Reference & Technology: Martha Feeney-Patten
Children's and Teen Librarian: Tahleen Shamlian
Reference Librarians: Kay Edelberg, Janet Hentschel
Head of Circulation: Linda Dodge
Library Assistants: Joan Hoffman, Leslie Kmiec, Kelly McMaster, Kim Money, Seana Rabbito, Deena Scaperotta, Shoba Ramapriya (substitute)
Custodians: Dan Brainard, George Collins

Board of Trustees

Thornton Ash - Chair
Steve Golson
Andrew Beal

- ¹ Sponsored by the Friends of the Gleason Public Library
- ¹ Sponsored by the Gleason Public Library Endowment
- ¹ Sponsored by the Council on Aging
- ¹ Sponsored by the Carlisle Conservation Foundation
- ¹ Sponsored by the Susan Zielinski Natural Science Fund
- ¹ Sponsored by the Carlisle Garden Club

CARLISLE CULTURAL COUNCIL

The [Massachusetts Cultural Council](#)'s Local Cultural Council (LCC) program is the largest grassroots cultural funding network in the nation supporting thousands of community-based projects in the arts, humanities, and sciences annually. Each year, local councils award more than \$2 million in grants to more than 5,000 cultural programs statewide. The program promotes the availability of rich cultural experiences for every Massachusetts citizen.

The Carlisle Cultural Council, chaired by Karen Shaver, is the local cultural council for our town. This 7-member group determines grant awards each year according to a predefined set of guidelines. The purpose of the council is to bring cultural programs into our town in order to enhance our experience of art and culture. We awarded state funds to 12 recipients to carry out a variety of cultural programs from interactive shows for children to community singing groups to orchestral performances in our area.

The Carlisle Cultural Council is pleased to announce our grant recipients for programs during 2016. We received 16 applications this year for projects in the performing arts, visual arts, education and community outreach, and are pleased to award \$4,750 in grants made possible through our partnership with the Massachusetts Cultural Council.

We congratulate the following recipients for the 2016 grant season:

Carlisle Chamber Orchestra - \$775 for their *December 19, 2015 Holiday Concert*

Carlisle Community Chorus - \$500 to support two free public concerts this season on January 12 and in May, date TBD

The Concord Orchestra, Inc. - \$500 for *Young Artist Concerto Concert* January 29 and 30 at 51 Walden Street, Concord

The Umbrella Community Arts Center - \$400 to support two events in their series entitled *African Artistry: Exploring Diverse Cultures* on Feb. 4 and June 18

Henry Lappen - \$425 *Henry the Juggler's* performance at Union Hall on Feb. 19

Fruitlands Museum - \$200 in support of *Family Fun at Fruitlands* programs including Drop In Workshops, Discovery Days and Family Festivals

Roger Tincknell and Davis Bates - \$600 for *Spring Song & Story Celebration*, a participatory program for families celebrating reading and the cultural heritage of the United States, on April 21 at 11am in Union Hall

Music [Dance.edu](#) - \$400 for *From Jazz to HipHop* sponsored by the Council for Aging on

May 5 at St. Irene's Church

Brian Kane - \$150 for *Swing, Swing, Swing* on June 1.

The Discovery Museums - \$250 for *Especially for Me*, a program providing free admission for families facing challenges

Ed the Wizard - \$450 for *Reading is Magic*, an interactive program for kindergarten students to be held during the PTO Book Fair week this spring.

Contemporary Arts International, Inc. - \$100 for *2016 Stone Carving Symposium* held in August

Our residents have an opportunity to see and hear the outstanding work of artists and arts organizations in our community and we are particularly excited about the range and quality of funded projects this season. Each project was chosen because of its substantial public cultural benefit for the residents of Carlisle. We hope that you will be able to attend some of the funded events mentioned above.

Members:

Karen Shaver, chair

Cynthia Sorn

Beth Galston

Carren Panico

Mary-Lynne Bohn

Caren Ponty

Nancy Kuziemski

CARLISLE PUBLIC SCHOOLS

The Carlisle Public School, with the support of the School Committee and the community is able to offer an excellent education to the children of Carlisle. This report will highlight activities and achievements in academics, the arts, governance, and other areas during 2015.

Academically, Carlisle School students produced outstanding work, and performed at a high level on both internal and standardized tests and by other measures as well. In the 2015 Scholastic Writing Awards program, a record number of thirty middle school students, including 5 gold medal winners, were recognized for work they had submitted to the program. One student received a silver medal at the national level. In the fall, a new literacy tradition began with an afternoon of pizza and poetry. Eighth graders gathered on a Friday afternoon after school to read their poems to classmates and teachers while enjoying pizza and refreshments in the Community Room, which was transformed into a café with special lighting. In other academic areas, the annual 8th Grade Science Fair was held in April, and this year all projects had an engineering component. Judges provided comments to students on their work, and many members of the community attended an evening open house for the Fair. Our math league did extremely well in meets with other schools, and this fall, for the first time, several students prepared for and attended the Model UN program in Boston.

World language classes celebrated Spanish, French, and Chinese cultural events, and the Chinese classes invited parents to end of the year celebrations in June where students demonstrated their accomplishments in Chinese language and culture, learned during the year. With the help of our world language teachers and students, the town-wide Chinese New Year celebration was expanded to a multi-cultural event with food, crafts, and performances by seventeen cultures represented in Carlisle.

In the area of engineering, emphasis was placed this year on coding and the importance of learning to code. Students at all grade levels participated in the Hour of Code program, joining with students around the world in an introduction to coding. Following the success of the Hour of Code, STEAM (Science, Technology, Engineering, Arts, Math) computer coding classes were added for both elementary and middle school students. In the engineering room, students studied bicycles, constructed cranes, and designed and built egg drop runs. Our youngest students were introduced to the engineering approach to problem solving through the construction of Valentine mailboxes.

Traditionally, one of the ways we measure our school academically is to look at student performance on state assessments. For the second year the Carlisle School participated in the PARCC computerized assessments in 2015. This year, in contrast to the trial tests in 2014, our students' tests were scored, and they did very well on both the English Language Arts and Mathematics tests. At the November and December School Committee meetings, Dr. Wickman reported on our PARCC results as well as on the Science and Technology MCAS results for fifth and eighth grades. Carlisle students were among the top performers on both the PARCC and MCAS tests, and the school maintained a Level 1 ranking, which is the top ranking for schools, based on state assessments and yearly improvements in test scores.

While we celebrate the accomplishments of our students academically, we also recognize that awards and high test scores are not the only measures of success, and that these achievements are not possible for all students. During professional development sessions in both the spring and fall, teachers worked together to learn about “growth mindsets,” which focus on student improvement, rather than looking solely at achievement level. All students may not be able to achieve at the highest levels, but all students can show improvement over time when given specific goals and the tools and support to reach them. We have outstanding teachers and support staff, who are dedicated to helping each child in our school grow and succeed to his or her abilities.

Although academics are at the heart of the school, the arts, after school programs, athletic programs, and the social-emotional wellness of our students are equally important. This year thirteen of our middle school students received awards in the Scholastic Arts Program, including three gold medals. Student artwork was displayed in the Gleason Public Library for the community to enjoy. Our band and choir won medals at the MICCA (Massachusetts Instrumental and Choral Conductors Association) competition in April. Several students received medals in the Junior District Music Festival, and ten students from grades four, five, six, and eight traveled to Salt Lake City to participate in the American Choral Directors Association National Honor Choirs. These students submitted a recorded audition and were selected out of thousands of applicants for this internationally attended event. They worked with celebrated clinicians and participated in two concerts with the Mormon Tabernacle Choir. Both the band and the chorus participated in Memorial Day events, and also performed at the Council on Aging holiday luncheons.

The school offers a full athletic program including many intra-murals. The fall cross-country team is the largest program, and is highly successful with nearly one hundred students participating. Area schools look forward each year to the Carlisle Cross-Country Invitational, held at Great Brook Farm. The cross-country program was enhanced this year by the addition of a boardwalk, constructed by the Recreation Commission, over the wetland between the Spalding field and Banta-Davis. Students are now able to do a complete off road circuit in their training. In the spring, there were not enough girls to field a softball team, so for the first time, girls participated on the baseball team. A junior varsity boys’ basketball program was added to the inter-scholastic schedule just before the end of the year giving more boys an opportunity to compete against other schools. In the area of intra-murals, students enjoyed gymnastics, pickle ball, basketball, floor hockey, and jump rope.

Student safety is an important issue, and our focus on safety was heightened by the formation of a Safety Committee in the fall made up of teachers, parents, police and fire officials, and administrators. The Committee has developed a plan to increase the security of the campus, and as the year ended, a single entry point to school was established with the elimination of the plaza doors as a public entrance to the building. In addition, throughout the fall, teachers and administrators looked into new social-emotional programming to help students resolve issues and cope with stressful situations. In December, cyber-safety presentations by the Middlesex County District Attorney’s staff members were held for both middle school students and parents.

Technology, as integrated into the curriculum, is a key component of today’s education, and in Carlisle, the use of iPads was extended to the sixth grade. All sixth graders were issued

iPads and use them to help organize and plan their work in addition to using specific applications in each curricular area. After many years of maintaining an in-house website, the school in November converted to a new website hosted by the vendor School Wires. The new site is much easier to maintain and update and offers a real-time calendar for parents. It is our hope that parents and community members will rely more and more on our website for up to date information about school news and activities.

Each year in June, we bid goodbye to our graduating eighth graders and wish them well as they continue their educational journey at Concord-Carlisle, Minuteman, or private schools. This year we also said farewell to a few staff members who have served the school faithfully for many years. Teachers Sue Bober and Donna Clapp retired as did our Technology Director, Carolynn Luby, who, during her tenure, oversaw a huge expansion of technology both in the classrooms and in administrative areas. We wish all three a long and healthy retirement.

The School Committee met monthly throughout the year, and the support of Committee members makes it possible for the Carlisle School to maintain our excellence. Two of the main responsibilities of the School Committee are to set policy and to provide a budget for the school. The policy review process occurs on a three-year cycle, and each year, members review policies that haven't been checked for three years. During 2015, the Committee reviewed thirteen policies and revised them as necessary. The Physical Restraint Policy was extensively revised, as mandated by the Department of Elementary and Secondary Education, in response to changes in the laws governing this area. Following the approval of the modified policy, administration developed an on-line training module for staff to learn how to implement the new procedures. The Policy Manual was updated to reflect all reviewed and modified policies and was posted on the website in a searchable database.

In terms of budget development, School Committee members held a number of meetings and a public hearing regarding the budget, and the town approved a budget of \$10,441,674 to operate the school at the spring town meeting. Throughout the budget process, members worked closely with the Finance Committee and other town boards to come up with a fair budget that met the needs of the school, while minimizing the tax burden on town citizens. In another budget-related matter, a sub-committee of the School Committee met several times in early 2015 with the Carlisle Teachers' Association to develop a new three-year contract. The full Committee voted to approve the new contract on April 27th, and it covers the period from July 1, 2015 until June 30, 2018.

Teachers attended School Committee meetings and shared presentations about their curricula in the areas of close reading (literacy), math, art, engineering, and library/media. A large number of students came to the June meeting to discuss work they had done during the year. Students read their award winning poetry or other writing, described Science Fair projects or work they had done in their engineering classes, sang, and played pieces they had performed at music competitions, and showed their artwork. Members agreed that this was their favorite meeting of the year, with a chance to see first-hand the achievements of our students and the reason why they spent many long and sometimes tedious hours in meetings to support the school.

The School Committee met several times in special meetings during March and early April to discuss possible changes in the administrative structure of the school. After gathering input from the staff, administration, and parent community, a decision was made to return to a three-administrator model with a superintendent, elementary principal and middle school principal. This model, in place a number of years ago, has been shown to be the most educationally sound, with a superintendent devoted to overseeing the entire school, planning for the future, and complying with directives from the Department of Elementary and Secondary Education around student discipline, mandated testing, and teacher evaluation. Following this decision, a team of teachers, parents, and administrators began a search for a middle school principal. In September, the school community welcomed Carrie Wilson in this role. In November, Joan Wickman announced her resignation as superintendent, effective June 30, 2016. The School Committee engaged HYA Executive Search to lead the search for a new superintendent and met with consultants from that organization twice in December to begin the search process.

We are very grateful to the Carlisle Parent Teacher Organization (formerly known as the Carlisle School Association) and to the Carlisle Education Foundation (CEF), our partners who help fund programs that enrich our curriculum and who provide financial resources for improvements. This year the Carlisle Education Foundation began a fund-raising drive in the spring to convert the library into a contemporary learning commons, including new paint, carpeting, and shelving. Funds raised will eventually provide new furniture as well. The Carlisle School Learning Commons was the site of an open house held in the fall to celebrate progress to date. The CEF also funded grants for teachers to attend national math and literacy conferences. The Parent Teacher Organization provided a number of curriculum enrichment programs both within the classrooms and at special assemblies. Through the PTO grant process, teachers purchased specific instructional materials and classroom furniture. Family movie nights, ice skating parties, and parent education programs were also planned and supported by the PTO, and members served as volunteers in the classrooms, Learning Commons, cafeteria, and on the plaza. Our students benefit directly from the work of these two outstanding organizations, and we appreciate everything they do for our school.

We are also grateful to the citizens of Carlisle who support our programs through their taxes and through their faithful attendance at events like the spaghetti supper, seventh grade play, concerts, the Science Fair, and countless others. We are fortunate to be part of a community that values education so highly and provides the school with tools for excellence. Thank you for your support.

Melissa McMorrow, School Committee Chair
Joan Wickman Ed.D., Superintendent

School Committee Members:
Bill Fink
Joshua Kablotsky
David Model
Mary Storrs

Carlisle Public Schools
Enrollment by Grade
December 31, 2015

| Grade | Boys | Girls | Total |
|-------------------------------------|-------------|--------------|--------------|
| Pre-Kindergarten | 9 | 5 | 14 |
| Kindergarten | 31 | 23 | 54 |
| Grade 1 | 31 | 22 | 53 |
| Grade 2 | 41 | 33 | 74 |
| Grade 3 | 35 | 22 | 57 |
| Grade 4 | 34 | 30 | 64 |
| Grade 5 | 34 | 38 | 72 |
| Grade 6 | 41 | 34 | 75 |
| Grade 7 | 37 | 32 | 69 |
| Grade 8 | 34 | 46 | 80 |
| Out of District or Services Only | 6 | 2 | 8 |
| Total | 333 | 287 | 620 |

**Carlisle Public Schools
Administration and Faculty List
September 2015**

| <u>Name</u> | <u>Education</u> | <u>Position</u> | <u>Began Service</u> |
|--------------------|---|--------------------------|-----------------------------|
| Nicole Baker | University of Massachusetts, B.A. Cambridge College, M.A | French/Spanish | 1992 |
| Joan Beauchamp | Fitchburg State College, B.S. Simmons College, M.S. | Special Educator | 2002 |
| Maya Bery | Wesleyan University, B.A. Simmons College M.L.S. | Library/Media Specialist | 2013 |
| Bethany Boglarski | Fitchburg State, B.A. Simmons College, M.S. | Special Educator | 2003 |
| Tara Callahan | Florida State University, B.A., M.A. | Music | 2011 |
| Lynne Carmel | Castleton State College, B.S. Cambridge College, M.Ed. | Physical Education | 1999 |
| Amy Caron | Boston College, B.A. Fitchburg State College, M.Ed. | Grade 2 | 2003 |
| Miriam Chandler | University of New Hampshire, B.S. Lesley College, M.Ed. | Kindergarten | 1999 |
| Leanne Christmas | Syracuse University, B.S., M.S. | Speech & Language | 2001 |
| Jeffrey Clem | Springfield College, B.S. Framingham State, M.Ed. | Special Educator | 2014 |
| April Colson | Quinnipiac College, B.S. Florida International, M.S | Occupational Therapist | 2005 |
| Patricia Comeau | Marist College, B.A. S.U.N.Y., Binghamton, M.S. | Special Educator | 1991 |
| Bradford Cranston | Bates College, B.A. Johns Hopkins, M.A. | Science | 2006 |
| Marshall DeForest | University of Massachusetts Amherst, B.A. & M.Ed. | Grade 4 | 2014 |

| <u>Name</u> | <u>Education</u> | <u>Position</u> | <u>Began Service</u> |
|---------------------------|---|---------------------------------------|-----------------------------|
| Jennifer Demers | Seton Hall, B.A. Lesley College, M. Ed. | Grade 3 | 2014 |
| Christine Denaro | Bentley College, B.S. Lesley College, M.Ed. | Grade 5 | 2004 |
| David Flannery | Middlesex Community College | Supervisor, Buildings & Grounds | 1975 |
| William Gale, Jr. | Springfield College, B.S. Lesley College, M. Ed. | Mathematics | 1997 |
| Vanessa Gerade | University Of Massachusetts, B.A. Lesley University, M.A. | Grade 1 | 2004 |
| Amanda Gilchrist | University of New Hampshire, B.A. Lesley University, M.Ed. | Grade 1 | 2012 |
| Mimi Gleason | Middlebury College, B.A. Harvard University, M.Ed. | Grade 5 | 2008 |
| Elizabeth Grady | University of Michigan, B.A, M.A. | Grade 3 | 2012 |
| Cassandra Graham | St. Lawrence University, M.S. Boston College, M.Ed. | Grade 1 | 2000 |
| Elizabeth Gray | Boston University, B.S. Penn State University, M.Ed. | English Language Arts | 1998 |
| Elizabeth Hamlet | Univ. of New Hampshire, B.A. Emerson College, M.S | Speech & Language | 2000 |
| Michaela Hardimon | Middlebury College, B.A. Antioch New England, M.Ed. | Early Childhood | 1998 |
| Kristy Hartono | Lesley University, B.S. Eastern Nazarene, M.Ed. | English Language Learner | 2010 |
| Cheryl Hay | University of Massachusetts, B.S. Fitchburg State, M.Ed. | English Language Arts | 2006 |
| Jeffrey Hechenbleikner | St. Michael's B.A. Salem State, M.Ed. | Psychologist | 2014 |

| <u>Name</u> | <u>Education</u> | <u>Position</u> | <u>Began Service</u> |
|--------------------|---|------------------------|-----------------------------|
| Margaret Heigl | University of Massachusetts, B.S. Cambridge College, M.A. | Physical Education | 1993 |
| Kathleen Horan, RN | Lowell State College, B.S.N. Cambridge College, M.Ed. | School Nurse | 1993 |
| Shawna Horgan | Westfield State College, B.S. Fitchburg State College, M.Ed. | Grade 1 | 1999 |
| Chiao Bin Huang | Chinese Cultural University, B.A. Emerson College, M.A. | Chinese | 2005 |
| Daniel Hunt | Bridgewater State College, B.A. American College of Education M.Ed. | Physical Education | 2006 |
| Frances Ingram | Straithclyde University, B.A. Lesley College, M.Ed. | Special Educator | 2014 |
| Kendra Katz | Eastern Nazarene, B.A. Mid-America Nazarene M.Ed. | Grade 4 | 2006 |
| Emily King | Boston University, B.S. Lesley College, M.Ed. | Grade 4 | 2004 |
| Rachel Levy | Institute of Art, B.A. State University of NY, M.A. | Art | 2005 |
| Courtney Longaker | University of Massachusetts, B.A. Simmons College, M.S. | Art | 1997 |
| Kevin Maier | Manhattanville College, B.A., M.Ed. | Music | 2009 |
| Tracy Malone | Assumption College, B.A. Framingham State College, M.Ed. | Special Educator | 2003 |
| Kathryn Marsh | University of Wisconsin, B.S. University of California, Ph.D. | Science | 2004 |
| Caryl McCabe | University of Massachusetts, B.A. Rivier College, M.Ed. | Grade 4 | 2008 |
| Cynthia McCann | University of Maryland, B.S. Lesley University, M.Ed. | Technology | 2003 |

| <u>Name</u> | <u>Education</u> | <u>Position</u> | <u>Began Service</u> |
|--------------------|--|---------------------------|-----------------------------|
| Constance McGrath | Boston State, B.S. Lesley University, M.Ed. | Special Educator | 2007 |
| Michael Miller | Bowdoin College, B.A. Boston University, M.A.T. | Social Studies | 1994 |
| Angela Monke | Univ. of Massachusetts, B.A, M.A. | Music | 1998 |
| Cynthia Morris | Stonehill College, B.A. Lesley University, M.Ed. | Grade 3 | 2000 |
| Jason Naroff | Boston University, B.S. Lesley University, M.Ed. | Grade 5 | 2008 |
| Aria Niemierko | UMass, B.A, M.Ed. | Grade 3 | 2010 |
| Elizabeth Perry | Brandeis University, B.A. Potsdam State University, M.S. | Mathematics | 1983 |
| Michele Petteruti | Brown University B.A. Tufts, M.A. | Psychologist | 2010 |
| Marcella Pixley | Vassar College, A.B. University of Tennessee, M.A. | English Language Arts | 2004 |
| Jennifer Pray | Bridgewater State, B.S. Bridgewater State, M. Ed. | Special Educator | 2007 |
| Susan Pray | Framingham State, B.S. | Business Manager | 1991 |
| Jennifer Putnam | Mount Holyoke College, A.B. Simmons College, M.A. | Grade 5 | 1995 |
| Hubertus Quaden | Katholieke Pedagogische, B.A. Lesley College, M.Ed. | Mathematics | 1981 |
| Kimberly Reid | State University of New York, B.A. Northeastern University, M.Ed. | School Psychologist | 1995 |
| Erin Rooney | Assumption College, B.A. Simmons College, M.S. | Social Studies | 2003 |
| Susan Ross | Ohio State University, B.S. University of Southern Cal., M.A | Occupational Therapist | 1998 |

| <u>Name</u> | <u>Education</u> | <u>Position</u> | <u>Began Service</u> |
|--------------------|---|-----------------------------------|-----------------------------|
| Jennifer Rowland | Stonehill College, B.S. Simmons College, M.Ed. | Special Educator | 1999 |
| Michelle Ruggieri | Providence College, B.A. Duquesne University, M.Ed. | Kindergarten | 2013 |
| Kathleen Rupprecht | Miami University, B.A. Northeastern, M.S. | School Psychologist | 2009 |
| Cynthia Samuels | Colorado State University, B.S. Emerson College, M.S. | Special Educator | 1995 |
| Suzanne Severy | University of Massachusetts, B.A. Lesley College, M.Ed. | Kindergarten | 2000 |
| Dennet Sidell | Gordon College, B.A. Lesley University, M.Ed. Nova Southeastern University, Ed.D | Elementary Principal | 2012 |
| Wendy Stack | Muhlenberg College, B.S. Lesley College, M. Ed. Univ. of New Hampshire, M.S. | Science | 1997 |
| Andrea Steffek | University of Colorado, B.A. Tufts University, M.A.T. | Spanish | 2001 |
| John Tiano | UMass Lowell, B.A. Rivier College, M.Ed. | Student Support Services Director | 2013 |
| Linda Vanaria | Lesley University, B.A., M.Ed. | Grade 2 | 2007 |
| Heather White | Northwestern University, B.A. Syracuse University, M.S. | Speech & Language | 1999 |
| Joan Wickman | Westfield State University, B.A. American International, M.Ed. University of Massachusetts, Ed.D. | Superintendent/ Principal | 2013 |
| Claire Wilcox | Connecticut College, B.A. | Assistant to the Superintendent | 2005 |
| Carolyn Wilson | DePauw University, B.A. Northern Illinois University, M.S. | Middle School Principal | 2015 |

| <u>Name</u> | <u>Education</u> | <u>Position</u> | <u>Began Service</u> |
|--------------------|--|------------------------|-----------------------------|
| Lesley Yanka | Worcester State, B.Ed. & M.Ed. | Mathematics | 2013 |
| David Zuckerman | Occidental College, B.A. Tufts University, M.A.T. | Social Studies | 1999 |

CONCORD-CARLISLE REGIONAL SCHOOL DISTRICT SUPERINTENDENT'S REPORT

The mission of the Concord Public Schools and the Concord-Carlisle Regional School District is to educate all students to become lifelong learners, creative thinkers, caring citizens, and responsible contributors in our diverse global society. We are able to achieve our mission through the investment of educators, staff, parents, and community members who work tirelessly to improve our schools.

DISTRICT GOALS

Every school year, the administration develops district goals for the Concord Public Schools (CPS) and the Concord-Carlisle Regional School District (CCRS) which are approved by the School Committees. We focus on efforts to improve student learning by providing students with a rigorous and coherent curriculum and high quality instruction, monitoring student progress through common assessments, identifying appropriate interventions, adjusting instructional practices, and closing the achievement gap. The goals also specify improvements in authentic learning experiences, instructional strategies, analyzing student data, integrating digital tools, teacher collaboration and evaluation, and community support. In addition, we strive for prudent management of school budgets, resources, capital projects, the new high school building project and resolution of fair collective bargaining contracts.

STUDENT LEARNING

At Concord-Carlisle High School (CCHS) 90% of the students earned more than 2.5 GPA, and 100% of the graduating class achieved Competency Determination. Every department worked on developing and implementing common assessments to monitor student progress in the core curriculum and the Common Core Standards. *AP Capstone Research*, a second course of a new program offered by the College Board, was implemented this year, and *Rivers and Revolutions*, a unique interdisciplinary program, completed its third successful year with 100 enthusiastic students. *Digital Filmmaking* and *Biostatistics* are also new courses that are engaging students through the application of knowledge in unique ways

At the beginning of the school year, CCHS launched a successful 1:1 student laptop program and every student now has an Apple laptop computer for use in the classroom and at home. In preparation for this transition to 1:1, CCHS teachers participated in district-based technology workshops on creative ways to use the laptops as effective learning tools. Teachers integrate Google Docs and Google Applications for Education to provide students with more opportunities to collaborate and to provide formative assessment on student work. Students use a variety of digital tools and Google Apps to access online course work, check email for class and school information, contribute to online forum discussions, and work with a variety of web-based platforms. Information literacy classes taught by the library media specialist instructed all students in advanced web searches, source evaluation, citation, and web-based tools for collaborating, synthesizing, and sharing work. Twenty-five students participated in Virtual High School classes each semester. Thirty Biology students participated in the Environmental Field Studies project to protect Blandings' turtles. The Robotics team built an amazing robot to successfully compete at the regional competitions at WPI and Northeastern University. The CCHS Meteorology students and teacher presented at the American Meteorological Society conference in Phoenix, Arizona.

One hundred and forty (140) students of color in grades K-12 who reside in Boston attend the Concord Public Schools and the Concord-Carlisle Regional School District via METCO. Our METCO Program is the sixth largest in Massachusetts. The CCHS faculty continues to address the achievement gap with a combination of academic and social programming. All 9th and 10th grade METCO students are enrolled in Achievement Strategies, a course implemented to provide direct instruction on executive functioning skills. This past summer, CCHS math teachers developed a summer math program, “Algebridge” for incoming Boston students to increase their participation in higher-level math courses. CCHS teachers also serve as mentors in POWER (Positive Opportunities with Engaging Relationships), a student leadership initiative in which each METCO freshman is matched with an upperclassmen and a teacher, forming a triad. CCHS has also strengthened its Family Friends Program so that each student is matched with a cooperating family. CCHS continued its implementation of the Anti-Defamation League’s World of Difference Institute, an anti-bias program designed to prepare students for competence in a multicultural society, with 50 new students completing training to act as peer leaders in Advisory.

STUDENT ACHIEVEMENT

CCHS and CPS students continue to achieve at high levels both in state and district assessments. Ninety-seven percent (98%) of 10th grade students scored proficient or advanced on the ELA MCAS and 94% percent scored proficient or advanced on the Math MCAS. Ninety-six percent (96%) of 10th grade students passed one of the Science MCAS. One hundred percent (100%) of the CCHS class of 2015 received a Competency Determination as a result of passing both the ELA and Math MCAS

The median SAT score for CCHS Class 2015 was 1800 (with 1552 as the State average). Six students in the Class of 2015 qualified as National Merit Scholar Finalists, and 26 students received Letters of Commendation. 97% of Advanced Placement (AP) exams taken by CCHS students received a passing score, and overall 83% of AP exams were scored at a 4 or 5 (the highest score). The average number of CCHS graduates planning to continue their education in post-secondary placements exceeded 95%. In a survey of graduating seniors, 86% reported they were admitted to their 1st or 2nd college choice.

Overall, 94.5% of CCHS students participated in a club, group, or athletic team at CCHS. The CCHS Repertory and Concert Bands earned gold medals at the prestigious Massachusetts Instrumental and Choral Conductors Association (MICCA) State Concert Festival. A record number of student musicians (band, orchestra, jazz band, and chorus) were nominated and accepted into the MENC All-eastern Honors Ensembles and sixteen (16) students received All-State recommendations. Student artists participated in the Boston Globe Scholastic Art awards regional exhibit and earned gold and silver keys. Student artists also participated locally in the Lexington Arts and Crafts Society Show for art majors and the year-end awards and retrospective at the Concord Art Association. In the fall of 2014, more than 30 students performed on stage and were involved as technical crew for Shakespeare’s *A Winter’s Tale*. More than 50 students worked together to build sets, coordinate lighting and sound for the production, and performed in a unique contemporary production, *The Veil*, and the cast went on to perform this show at the Massachusetts Educational Theater Guild festival. In the spring of 2015, the Drama program opened the

new auditorium with a spectacular performance of *Chicago* with more than 150 students performing as actors or musicians, creating technical designs, building sets, implementing lighting and sound, and serving as stage crew. The CCHS Student Senate sponsored a freshmen orientation program that brought all of the incoming ninth grade students together for an informative and fun-filled day before the beginning of school. The Senate worked on many projects focused on student life: managing student stress, enhancing communication among all members of the school community, and increasing sustainability initiatives. Faculty and students collaborated with residents of Concord, Carlisle, and Boston to promote complementary community programming, including the Healthy Concord initiative, which led to the development of mindfulness oriented programming at CCHS in all junior Advisories and at Faculty meetings as well. The CCHS Wellness Committee developed engaging programming for Mental Health Awareness Week and Health Week. CC Community Connection (CCCC) provided an internship-like experience for 25 students who worked with area residents/professionals.

At CCHS, students demonstrated their commitment to social responsibility through participation in numerous outreach activities, raising funds to aid relief efforts in numerous countries, and participating in the Ecuador, Denmark, Japan, France and Turkmenistan exchanges. Faculty and students from the “F Block Group”, met more than a dozen times during lunch periods for discussion of racial issues across the country. Subsequently, student-led assemblies were implemented on race and bias in response to Ferguson event. Locally, our students completed more than 25,000 hours of service in the surrounding communities during the 2014-15 school year.

SPECIAL EDUCATION

The Special Education Department of Concord Public Schools and the Concord-Carlisle Regional School District is dedicated to providing quality services and programs for students with disabilities preschool through age 22. We continue to strive to meet the increasingly diverse needs of students with learning, medical, cognitive and social disabilities within their local communities, providing opportunities both in and out of school to increase independence. As transition planning for students begins at age 14, we hired a full time transition specialist for CCHS in September 2015 to improve the transition services for special education students, ages 14-22. At CCHS, the special education department worked diligently to prepare for the NEASC accreditation team’s onsite visit. The programs and services for students with disabilities at CCHS are individually designed to meet each student’s needs. The special education students are using the 1:1 laptops effectively and efficiently to be as independent in the classroom as possible.

PROFESSIONAL DEVELOPMENT

The district continued to invest considerable resources in professional development, providing educators with learning opportunities in curriculum development and technology integration. During the summer, K12 teachers participated in eighty (80) curriculum development projects ranging from using iPads to create books in primary classrooms, K5 common research process, K5 digital writing projects, to Mindfulness in Schools, and CCHS departmental projects for transitioning to 1:1 learning environments. PreK-12 Teachers took courses in content areas, Open Circle, English Language Learners, and special education. Teachers participated in committee work on elementary math, K12 science, and K12 STEAM education.

HUMAN RESOURCES

In 2015 fifteen (15) administrators, faculty, and staff members retired after many years of dedicated service. The districts hired three (3) administrators, twenty-six (26) teachers at CCHS & CPS, and forty-seven (47) support staff members including bus drivers, food service employees, tutors, custodians, & assistants. The majority of the new hires filled vacancies created by retirements, resignations, and temporary leaves of absences. Retention rates for educators continue to remain strong. The CCHS retention rate in 2015 for educators was 97% with an eight year average of 97.7%. The CPS retention rate in 2015 for educators was 97.6% with an eight year average of 96.5%. The districts have significant mentoring programs to ensure that new educators swiftly and substantively become part of the learning communities at each school site. The human resources office continued supporting improvement in implementation of the new comprehensive supervision & evaluation system for educators including evaluators. The Teachers Associations and administration continued to meet regularly to discuss ideas, issues, and concerns. Other activities include ongoing efforts to align professional development offerings with educator plans and goals, school improvement goals, and district goals; utilizing survey feedback regarding the district's new educator orientation; implementing mindfulness training opportunities for staff; and utilizing the Minuteman-Nashoba Health Group's Wellness Coordinator to initiate district-wide wellness activities. Contract negotiations continue with the Concord Teachers Association.

INFORMATION TECHNOLOGY

Following this year's successful completion of the new high school project, the IT department started network upgrades to meet the districts 21st century educational vision. To manage the increased number of devices on our network we are taking a multipronged approach. Both CCHS and CMS are 1:1 laptop learning environments, and the K5 schools are 2:1 laptops or iPads learning environments. We are installing Airwatch, a mobile device management platform (MDM), on all devices that need to access our network. The fundamental role of Airwatch is to enforce the districts network policies. It provides the ability to manage security needs while being sensitive to an end user's privacy expectations. Working with EMC, we are transitioning to a virtual environment using VMWare. Moving our core servers to a virtual environment provides an increase in efficiency, agility, and will reduce overall IT expenses going forward. The design of this new network structure features a DR server (Disaster Recovery) at the high school which can take over should the core servers at Ripley be unavailable. Going forward we are upgrading our firewall, segmenting Internet bandwidth by school, and rerouting network traffic between our buildings to increase efficiency. We continue a path to set up wireless network security while providing an Internet-only guest wireless network. We have successfully transitioned our email from First Class to Gmail. This included migrating existing First Class email accounts and Google drive data.

FINANCE AND OPERATIONS

The districts continue to maintain excellent academic programs while meeting challenging funding goals. Our core budgeting principles remain focused on using resources to support student learning and growth. The district goals approved by the school committees provided direction to the budget process to support student learning opportunities. The district administration and school committees' work continue to reflect on final completion and

closeout of the new \$92.5M high school project. We continue to work collaboratively with the finance committees and have developed responsible FY2017 budgets during 2015 and we have successfully matched FINCOM's Regional and CPS guidelines. The FY2016 CPS school budget at \$34,542,735 represented a 6.48% increase above the FY2015 appropriation, and the FY 2016 operating budget for CCHS, \$25,802,829, increased by 4.87%. Both the CPS and CCHS FY2016 budget requests were within levy limits and for the ninth consecutive year did not require overrides. Both school districts managed successful FY2015 year-end closings. The Regional School District met its planned \$489,691 commitment towards its OPEB liability in the year-end closing process. CCRSD's Excess and Deficiency (E&D) fund balance for the past fiscal year has been maintained above the 4.8% level. The AAA bond rating has been maintained and the February 2015 \$30,000,000 Bond sale was assigned the highest possible rating by Moody's Investors Service on the borrowed funds at an effective interest rate of 2.87%.

CAPITAL PROJECTS AND TRANSPORTATION

The major capital projects for CCHS is the new high school project, which is essentially complete, with exception of fall hazard planting scheduled for the spring of 2016. The project remains within budget, scope, and student occupancy began in April of 2015. The construction of a bus depot support facility required for in house transportation at the W.R. Grace site in Concord is approaching the bidding phase with an anticipated completion date of January 2017; transportation administration will be housed at 37 Knox Trail, Acton.

SUMMARY

The major highlights of 2015 are the outstanding student achievement and the completion of the extraordinary high school building project. We are extremely proud of our students, faculties, and staff and we are grateful for the Concord and Carlisle communities' support. The schools made significant progress in achieving the district goals by increasing student learning, improving curriculum and instruction, integrating technology into the classrooms, supporting faculty and staff, increasing teacher collaboration, developing responsive and responsible budgets, and building a beautiful new high school. For more information, please visit the districts' website, www.concordpublicschools.net, and review the CPS & CCRSD 2015 Performance Report.

Diana F. Rigby, Superintendent
John Flaherty, Deputy Supt. ^{of} Finance and Operations
Kristen Herbert, Director of Teaching and Learning
Kelly McCausland, Director of Human Resources
Jessica Murphy, Director of Special Education
Peter Kelly, Director of Information Technology
Peter Badalament, Concord-Carlisle Principal

CONCORD-CARLISLE REGIONAL SCHOOL COMMITTEE

The Concord-Carlisle Regional School Committee members are extremely grateful to the citizens of Concord and Carlisle for all they do to support our students, faculty and administrators. With your support we have achieved great success both inside and outside of the classroom this past year. There is much to celebrate in new accomplishments and progress toward goals and objectives - most notably, the finishing of and moving into the new high school building. What a spectacular achievement! In addition to conveying our enormous gratitude to the Building Committee and all the staff of the high school for facilitating a smooth transition, we would like to share our gratitude with all of you: the community members who supported the project through to its completion. In addition, noteworthy work in the classrooms and laboratories, in studios and on stages and out on the fields and the athletic arena, 2015 has been a remarkably exciting year. We are proud to be part of a district composed of teachers, administrators and staff who are dedicated to educating our students in new and progressive ways, and to shaping them into life-long learners, creative thinkers, caring citizens, and responsible contributors to our global society.

In May, we welcomed new School Committee members Heather Bout and Daniel Conti. We continue to find our work immensely rewarding because of the positive impact each individual member has on the Committee as a whole. In addition, we recognized Phil Benincasa and Jennifer Munn for their dedicated service to the School Committees over the past three years. Both Jenn and Phil worked tirelessly and we are so appreciative of the countless hours they devoted to making our schools great.

New High School Building Project

On April 28, 2014 the teachers, students, administrators and staff moved into their new Concord-Carlisle High School. This \$92M project was completed on time, on scope and on budget – an incredible achievement for our community! While much of the demolition of the old high school and new landscaping was completed over the summer, sidewalks, driveways and parking lots were constructed this fall. On December 12, 2015 we hosted a ceremony to dedicate our new facility, celebrating meeting the needs of our 21st Century learners in a sustainable and energy efficient building. We may well be the most environmentally friendly public schools in Massachusetts!

Athletic Fields Renovation

In June, the CC at Play organization began Phase II of the CCHS field's renovation project. This phase included the renovation and construction of a JV softball and JV baseball diamond, a walking path circumnavigating the "lower fields," the enlarging and resurfacing of the existing Memorial Field, (including new energy efficient lighting and sound directed PA system), and newly graded access to the complex. This coming summer, Phase III will commence and will include a new concessions stand and bathrooms, a new natural grass field with areas for track and field throwing events, lacrosse rebound wall, and a cross-country running path. We are extremely grateful for all the hours and the donations dedicated to making our athletic facilities and our campus state-of-the-art. For more information on this project visit www.ccatplay.org.

New SC Goals and Objectives

This past year we implemented our newly established practice of setting annual goals for the School Committee, with the first focused on improving communication with the community. The Committee hosted several community coffees as forums, beyond their regular business meetings, where members of the public can comment and ask questions of School Committee members. In addition, the Committee is submitting regular articles to the Concord Journal to update citizens about School Committee news and has made improvements to the School Committee web page. School Committee meetings are open to the public and agendas and attachments are posted on the district web site prior to each meeting (www.concordpublicschools.net). Meetings are broadcast on CCTV and are available on demand at www.concordtv.org.

Advisory Committees to the School Committees

In the fall of 2015, we instituted new Advisory Committees to allow the community a direct voice in key District issues. Three committees were formed to advise the School Committee on the school calendar, the naming of facilities, and alternative fuel buses. We look forward to increasing the opportunity for citizens and community members to provide input on important topics as we move forward.

Student Academic Achievement

CCHS students continue to achieve at high levels in both the state and the district assessments. Much of the student academic achievements can be found in the Superintendent's Annual Report. Student achievement is well documented across all grade levels and disciplines, and some of the highlights include: Six students in the CCHS Class of 2015 qualified as National Merit Scholar Finalists, and 26 students received Letters of Commendation; the median SAT Score for the Class of 2015 was 1800 (compared with a state average of 1552); 97% of AP exams taken by CCHS students received a passing score, and 83% earned a score of a 4 or a 5 (the highest score).

In its third year, the school within a school known as *Rivers and Revolutions* continues to offer a rigorous and innovative interdisciplinary program to juniors and seniors. This semester course of study which is led by a dedicated team of teachers from five core subject areas, gives students academic experiences inside and out of the traditional classroom environment.

Enriching Experiences

In addition to our students' academic success, 94.5% of CCHS students participated in a club, group, or athletic team at CCHS. The CCHS Repertory and Concert bands earned gold medals at the prestigious Massachusetts Instrumental and Choral Conductors Association State Concert Festival. A record number of musicians were accepted into the All-Eastern Honors Ensembles and All-State recommendations. Student artists participated and earned silver and gold keys in the Boston Globe Scholastic Art Awards.

The drama and theater programs are thriving in our new, state-of-the-art theatre in 2015. On the stage, more than 150 students performed as actors and musicians, creating technical designs, building sets, implementing lights and sound, and serving as stage crew in our inaugural production of *Chicago* last spring. This fall, more than 30 students participated in the production of *Othello*.

The CCHS Student Senate continued to take a leadership role in the school community and worked on a variety of projects focused on student life, managing stress, initiating a freshman orientation program and increasing environmental sustainability initiatives and education.

Across the playing fields and athletic facilities, Concord-Carlisle teams and individual athletes broke records, attained personal goals and made it into post-season play. Winter student athletes and their coaches won post-season tournament play in Fencing, Alpine Skiing, Boys' Hockey and Basketball. CCHS spring athletes and coaches won league titles in Baseball, Softball, Lacrosse, Girls' Tennis and Track, and competed in post-season play. CCHS student athletes are ranked #1 in the Boston Globe Ames Division 2 North Fall Sports Win Percentage with 584 CCHS students participating in fall sports. Once again, many enjoyed post-season championship play, including Field Hockey, Girls' and Boys' Soccer, Girls' Volleyball, Boys' Cross Country, Football, and Golf.

And we are especially proud of our Girls' Basketball team who was awarded the 2015 MIAA Team Sportsmanship Award by their peer schools!

Community Service

Most CCHS students contribute far more than the graduation requirement of 40 hours of community service. In increasing numbers every year, CCHS students demonstrate their commitment to social responsibility through participation in service projects domestically and abroad. Many students participated in exchanges in Denmark, Ecuador, Japan, France and Turkmenistan, while others demonstrated their commitment to social responsibility through participation in numerous outreach activities. Graduating Seniors last spring participated in more than 34,004 hours of service in the surrounding communities during the school year. In recognition of this meaningful accomplishment and to foster student efforts to be responsible global citizens, CCHS Principal Peter Badalament and his administrative team worked with community members to hold the third annual evening to celebrate service.

Outstanding Faculty, Administrators and Staff Inspire Students

These exceptional results would not be possible without our outstanding faculty, administrators and staff. Together they create a learning environment that enables our students to engage in new experiences, take risks and achieve at extraordinary levels. We are grateful to those who worked daily with our students and we are committed to constantly improving and progressing in positive ways to make for a terrific teaching environment.

The School Committee with the Superintendent and Principal is embarking on a five-year Strategic Planning process for the high school. This process will involve the School Committee members, the Administration, faculty, CCTA leadership, staff, students, parents, and community members. In short, there will be ample opportunity for members of the community to provide their input. An RFP for an experienced consultant who will be hired to facilitate the process has been distributed and we anticipate awarding a contract in early 2016.

Budget and Finances

The District, while working in a challenging funding environment continues to maintain excellent academic programs. Our core budgeting principles remain focused on prioritizing resources to support student learning and growth. This December, the Concord-Carlisle

Regional School Committee advanced a recommendation for an operating budget of \$26,608,381 which reflects an increase of 3.12% over the previous year and represents an average five-year operating increase of 2.76%. This recommendation includes the resumption of the technology replacement cycle and one bus purchase, and met Concord Finance Committee guidelines.

Members of the Committee expressed their desire to analyze every dollar spent and to recommend budgets that called for modest increases that were sensitive to the impact that the budget has on taxpayers. Reductions were made within the budget to offset the impact of non-discretionary cost drivers.

The approval of this budget is the culmination of a six-month process that began with the submission of the annual School Improvement Plan that is developed with input from teachers, parents, and administrators. Based on this plan, the Superintendent and the Deputy Superintendent propose a budget to the School Committee who further develop the recommendations and present them to the Concord and Carlisle Finance Committees for their review. Throughout this process, the School Committee engages with the public by encouraging them to attend regularly scheduled business meetings and through discussions at Parent Teacher Group meetings and at a School Committee Community Coffee. We are pleased with the level of transparency and collaboration between the District and the Finance Committees of Concord and Carlisle.

The Superintendent Search Process

The School Committee has initiated the process to search for a new Superintendent of Schools, whose job will commence in July, 2017. While it may seem as though we started this process early, the School Committee recognizes the importance of this hire and will take full advantage of this time to conduct a thoughtful, careful, communicative and transparent search. It is our expectation that we will hire a consultant to help facilitate the process this coming spring and include all members of our community in an on-going discussion about the future of our schools.

Donations Make a Big Difference

The District benefits from the immense generosity of citizen-run, non-profit organizations including the Concord Education Fund, the CCHS Parents' Association, the Concord-Carlisle Community Chest, CC at Play, the Community Preservation Committee, and others. We are grateful to all of these organizations and to the generosity of individuals in Concord and Carlisle who donate to them. These donations allow us to enhance our students' experiences without asking the taxpayers for additional funds beyond the budgets that they so generously support.

Gratitude to the Towns

Once again, we offer the citizens of Concord and Carlisle our deep appreciation for your active support of the students and faculty at CCHS. The School Committee is grateful to have exemplary school leadership and an exceptional faculty and staff whose commitment to excellence consistently put CCHS among the top districts in the Commonwealth of Massachusetts. We appreciate all the parents and community members who volunteer their time on behalf of our schools. Most of all, we thank the citizens of Concord and Carlisle for their ongoing support of our schools – we are indeed very fortunate to have your support!

Johanna Boynton, Chair
Bill Fink, Vice Chair
Heather Bout
Daniel Conti
Wallace Johnston
Kathleen Snook
Mary Storrs

CONCORD-CARLISLE HIGH SCHOOL BUILDING COMMITTEE

In November 2011, voters in Concord and Carlisle overwhelmingly supported the construction of a new high school. At the time of the vote, the CCHS Building Committee was charged with three objectives: a budget of \$92.6mm, a timeline for completion of December 2015, and a set of design features that was reflected in the \$92.6mm budget. As of December, 2015, the CCHS Building Committee is proud that each of these three objectives has been met.

With the building complete, the vision of the architect can be clearly seen. As one enters the building, the most striking feature is the amount of natural light that permeates the building. The building design has a clear focus on sustainability, and every building element reflects this feature. With the final successful MSCHPS audit, the Building Project will have one of the highest sustainability ratings in the state of MA. The Building Committee proudly opened the building to classes on the 28th of April 2015. The students, faculty and School Administration welcomed the opening of the building and are bursting with pride over its beauty and myriad of unique design features.

From the outset, the CCHS Building Project has been carefully managed financially. As of December 2015, Phase I of the building project (construction of the new buildings) is 100% complete. Phase II (the demolition of the old buildings and associated site work) is 99.9% complete. Only a limited amount of plantings and final construction of the outdoor amphitheater is remaining to be completed in Spring of 2016, once weather allows. The value of the remaining construction is \$350,000 of the \$76.2M total construction cost. The project will meet its budget target and it is anticipated that the assumed tax impact to the residents, computed in 2011, remains unchanged.

During 2015, the project met several critical milestone dates - the first day of school in the building was delivered as forecast on April 28, 2015. Key dates included the Certificate of Occupancy, obtained on February 12, 2015. The old school was vacated on Friday April 17th and the move from the old building occurred over the April school break. Throughout the rest of the calendar year, the abatement of the old buildings and the subsequent demolition were completed by the end of October 2015. There was extensive testing of the old building for hazardous materials and it was determined that the amount of materials could exceed the \$1.2 million allowance for abatement. Cognizant of this risk, the Building Committee targeted an additional \$2 million in contingency to cover Phase II construction. The Building Committee budget and reserves were sufficient to cover the increased cost of the abatement and demolition efforts. The last aspect of the building project, the new parking lot and completion of the site work was completed by the end of December, with the exception of plantings that are best performed in the Spring.

In summary, the CCHS Building Project was completed successfully on budget, on time, and delivered the scope that what was presented at Town Meeting. The new building will serve many generations of students, and the CCHS Building Committee is proud of what has been accomplished.

**CONCORD-CARLISLE REGIONAL
SCHOOL DISTRICT ENROLLMENT
OCTOBER 1, 2015**

| | | | | | |
|---------------------------------|------------|------------|------------|------------|---------------------|
| <u>RESIDENT STUDENTS</u> | 9 | 10 | 11 | 12 | <u>Total</u> |
| Concord | 228 | 248 | 207 | 218 | 901 |
| Carlisle | 87 | 67 | 87 | 82 | 323 |
| NON-RESIDENT STUDENTS | | | | | |
| METCO | 11 | 15 | 13 | 12 | 51 |
| Tuition Waived | 7 | 34 | 2 | 1 | 13 |
| State Wards | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Total Non-Resident | <u>18</u> | <u>18</u> | <u>15</u> | <u>13</u> | <u>64</u> |
| Total Enrollment | 333 | 333 | 309 | 313 | 1288 |
| Out of Dist. Special Education | | | | | <u>46</u> |
| GRAND TOTAL | - | | | | 1334 |

Human Resources - 2015

During the 2015 calendar year the following people retired from the Concord-Carlisle Regional School District.

| <u>Educators</u> | <u>Years in Concord-Carlisle</u> |
|-------------------------|---|
| Jeff Fuller | 15 |
| Jerry Moss | 36 |

During the 2015 calendar year the following people retired from the Concord Public Schools and the Concord-Carlisle Regional School District.

| <u>Support Staff</u> | <u>Years in Concord & Concord-Carlisle</u> |
|-----------------------------|---|
| Susan Dunn | 29 |
| John Jodice | 22 |
| Henry Vafides | 4 |

Employees – 25 Years or More of Service

Concord-Carlisle High School

| <u>Educators</u> | <u>Support Staff</u> |
|-------------------------|-----------------------------|
| Peter Atlas | Claudia Dellovo |
| Denise Carver | Mary Tessari |
| Andrea Gillis | Mary Zellner |

Carlisle Public/Concord-Carlisle High School

| <u>Educators</u> | <u>Support Staff</u> |
|-------------------------|-----------------------------|
| | Court Booth |
| | Paul DiBacco |
| | Paula DuPlessis |
| | Rocky Griffin |
| | Carol Hammond |
| | Linda Robbins |
| | Bud Sheridan |
| | Patty Siekman |

CONCORD-CARLISLE REGIONAL SCHOOL DISTRICT ADULT & COMMUNITY EDUCATION

Mission

Concord Carlisle Adult & Community Education (CCACE) provides opportunities for lifelong learning to the citizens of the school district and surrounding towns.

Collaborating with citizens and organizations, CCACE responds to community needs and interests with our communities' talents and resources, calling upon local people to develop and coordinate programs and services for children, adolescents and adults throughout the year.

We make schools available for extended-day educational use for citizens in Carlisle and Concord. We promote and support School and Town projects that cannot be funded or presented in traditional ways. CCACE is both a program of classes and educational events and a process that connects local citizens with each other and their public schools in ways that are creative, educational and cost effective.

FY 2015 Summary of Activities

1,699 enrollments in fee-based continuing education classes

274 group, individual and online courses were conducted

308 students studied music in weekly instrumental instruction

203 new students and their parents participated in driver education training

2,000+ participants in walk-in programs and events (no registration or fee required)

Year in Review

CCACE provided a comprehensive program of non-credit, fee-based learning opportunities for Carlisle residents. The high school and the community at large was a campus for continuous learning through the year. Two hundred and seventy-four community educators contributed to the program during Fiscal Year (FY) 2015, teaching one or more instructional programs or providing program support and leadership.

The department completed its eleventh consecutive year of self-funded activity in 2015, recovering 99% of the costs for teachers, administrative and management salaries, non-salary expenses and capital investments. Department costs were \$643,872, and revenues \$636,466. The operating loss, \$7,405, will be funded with 2016 student fees. A grant from the Concord Carlisle Community Chest provided financial aid to more than 200 local families and individuals; every citizen seeking continuing education services who required financial assistance was helped.

The department provided educational opportunities for all ages. Classes were held throughout the entire year, before the regular school day, after school, at night, on weekends, and during school holidays, at CCHS and at the Carlisle Schools. Instrumental music lessons were held throughout the year, enriching the school-day music curriculum. CCHS driver education provided on-road training almost every day of the year. In total, over 250 courses and more than 10,000 individual lessons were provided during the year. The Village University continued to provide high quality daytime learning experiences for senior citizens.

Summer classes and workshops provided hands-on educational enrichment for elementary school students.

Adult & Community Education downsized again in 2015 with the move to the new CCHS facility. The office is now in the dining commons, ideally located to greet visitors as they enter the beautiful and highly functional building. The new high school is very accessible, with elevators serving all four floors. Students are pleased with the facility, and consider it an excellent learning environment.

The CCACE Advisory Committee worked with the staff and faculty and strengthened communications with the administration and School Committee. Advisory Committee members are appointed by the Regional School Committee for three-year terms. Citizens are urged to contact Committee members, share ideas and volunteer, so that the Adult & Community Education program may respond to community needs, further enrich the towns, and achieve our shared educational goals.

Advisory Committee

Susan Cannon, Chairperson

Paul Anagnostopoulos, Julie Dolan, Claudia Feeney, and Michael Rudd.

Mary Storrs, School Committee Liaison.

Jennifer Albanese and Estelle Keast each completed two terms on the Committee in 2015, with Ms. Albanese having served as Chairperson for multiple terms.

Courtland Booth, Director

Concord-Carlisle Adult & Community Education

All program information on line at www.ace.colonial.net

~continuous learning for all in local schools since 1954~

500 Walden St, Concord

318-1432

ace@colonial.net

www.ace.colonial.net

MINUTEMAN HIGH SCHOOL

SUPERINTENDENT'S REPORT

Introduction to the School

Minuteman High School is an award-winning regional high school located in Lexington, just west of Boston, in a sweeping 16-town district rich in Revolutionary War history.

Minuteman offers career and technical education in more than one dozen majors, ranging from carpentry and cosmetology to biotechnology and engineering technology. It couples that with rigorous academic instruction, including Advanced Placement courses.

Minuteman gives its graduates a competitive edge in the new global economy by providing them with a high-quality career and technical education, integrated with a rigorous grounding in mathematics, English, science, and social studies. Minuteman offers a wide selection of academic courses and programs, including foreign languages (Spanish, French and Latin), art, and Girls in STEM (Science, Technology, Engineering, and Mathematics). The school offers a wide range of sports and does not charge any fees to participate. In a typical year, more than 60% of Minuteman's graduates pursue college or advanced training.

The Minuteman district includes 16 member communities: Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland, and Weston.

Minuteman High School is an accredited member of the New England Association of Schools & Colleges (NEASC).

A Look Back at 2015

The year 2015 the school saw major changes in its leadership team, took several steps to advance its long-planned and long-awaited building project, secured state grants to support its programs, established a highly popular Girls in STEM Camp, refocused marketing efforts on recruiting in-district students, received awards for student academic and trade successes, saw improvement in its MCAS scores, assisted non-profit community groups and towns with a host of projects, and secured approval of its budget from each of the 16 towns in the district.

Leadership Changes

Minuteman saw major leadership changes during 2015 with the appointment of a new Principal, Assistant Principal, Director of Outreach and Development, and Director of Special Education.

Building Project Advances

A long-planned building project took major steps forward during 2015.

On February 6, Minuteman's School Building Committee announced preliminary cost estimates for four alternatives: renovating the school with state financial help, renovating and expanding with state help, building a new school with state help, and building a new school and demolishing the old one with state help. In addition, a subcommittee released a cost analysis for a self-funded model that would be required if the state-funded project is

rejected. According to Kaestle Boos Associates, Inc., the project architect, new construction is the least expensive of the options. A minimum of 40% of the estimated \$144.9 million project cost would be borne by the state. The maximum estimated district share would be \$86.9 million.

The School Building Committee launched a series of public presentations and information-gathering meetings. During its presentations, Committee members stressed three reasons to take action: current problems with the building's condition must be addressed, the school's educational programming could be enhanced in a better physical plant, and the school's accreditation is in jeopardy solely because of the condition of the building.

The new high school, which would be built in the Town of Lincoln on land owned by the District, would be funded by the MSBA and the 16 district towns. The MSBA would pay a minimum of 40% of eligible costs.

The new school would be smaller in size than the current school, with fewer students, but would still offer a host of advanced career and technical education programs designed to meet the region's current and emerging workforce needs.

Why A New School?

The Minuteman facility is more than 40 years old. Its building systems – structure, electrical, mechanical, roofing, windows and exterior cladding – are at the end of their life and are failing fast. The facility falls far short of meeting today's standards to support the planned educational curriculum, and it falls short of meeting current requirements for energy efficiency, life safety, air quality, seismic loading (earthquake resistance) and ADA compliance for accessibility, to name a few.

The condition of the school building has been the focus of attention for the New England Association of Schools and Colleges (NEASC) since its visit to the school in 2009. It was the reason NEASC scheduled a follow-up "Focused Visit" in 2011 to review the status of the areas of concern. Rather than finding improvement as the evaluators had expected, the conditions had continued to deteriorate. In its Focused Visit report on the visit in May 2014, NEASC's Commission on Technical and Career Institutions rated the school facilities as "Needs Improvement." NEASC has placed Minuteman's accreditation on "Warning" status solely due to the condition of the building.

What Education in the New School Will Look Like

In the new school, there will be two Career Academies and a Shared House providing services and programs for all students. The Career Academies will include 16 state-approved Chapter 74 programs offering 21 career majors. These career vocational technical education (CVTE) majors are designed to match current and emerging labor market needs of the region. The new Educational Program Plan adjusts current program offerings through the phase out of two CVTE programs, the merging of two programs, and the creation of two new CVTE programs: Advanced Manufacturing & Fabrication and Multi-Media Design and Engineering.

Engineering, Construction, and Trades Academy

Advanced Manufacturing & Fabrication (New)

Electrical
Plumbing and Heating
Carpentry and Construction
Automotive Technology
Multi-Media Design and Engineering (New)
Robotics and Automation
Programming and Web Development
Design and Visual Communications

Life Sciences and Services Academy

Culinary Arts and Hospitality
Early Education and Teaching
Cosmetology and Barbering
Health Services
Environmental Science and Technology
Biotechnology
Horticulture and Landscaping Technology

This reorganization of the CVTE programs into two Career Academies is in response to the current and projected changes in the workforce. The entire Minuteman community, students, staff, faculty, parents and business advisory members have been involved in the development of this model. The new school is clearly the best selection to support the reorganization in a manner that enhances our school wide goal of deeply integrating academic and vocational curriculum. The original building was designed to separate the disciplines. This runs directly counter to the District's priority that programs work together, not in isolation. The existing facility contains six levels/floors. This further separates students and programs making the integration of curriculum impractical or inefficient in most instances.

Student Awards

Massachusetts SkillsUSA Competition

Twelve students from Minuteman High School received medals -- four gold and eight bronze -- in a statewide skills competition. The students earned the medals at the SkillsUSA State Leadership and Skills Conference held in Marlborough from April 30 to May 2. Fifty-nine students from Minuteman took part in the event.

SkillsUSA allows students in career and technical education to compete in a host of technical and leadership competitions.

The medalists were Sarah Joseph (Arlington), bronze medal in career pathways showcase – health; Aiblinn Moore (Medford), bronze medal in telecommunications cabling; Caitlin Monagle (Wellesley), gold medal in community action project; McKenzie Hartman (Sudbury), gold medal in community action project; Alison Beucler (Medford), bronze medal in OSHA; Rachel Sheehan (Malden), bronze medal in OSHA; Kentra Vellom (Sudbury), bronze medal in OSHA; Danny Lessard (Medford), gold medal in Plumbing (postgraduate), Robin Verheyen (Harvard), bronze medal in commercial baking (postgraduate); Collin Kelly (Sudbury), gold medal in action skills; Kaleena Gullede (Watertown), bronze medal in career pathways showcase – health; and Allison Kirk (Saugus), bronze medal, career pathways showcase – health.

Michaela Ganimian (Stow) was elected to serve as a SkillsUSA State Officer next year, and Minuteman's SkillsUSA Chapter adviser Terry Regan was named Adviser of the Year. Engineering technology instructor Becky Quay and the following Minuteman students in the STEM (science technology, engineering and math) program were given special recognition as the SkillsUSA National Grand Prize winners for their Student2Student mentoring program: Nakeyra Santos (Lexington), Tanisha Santos (Lexington), Rachel Touns (Boxborough), Alicia Benway (Waltham), Channon Lessard (Medford), Alison Beucler (Medford), Anastasia Monich (Boxborough), Hannah Whitney (Acton), Emma Clemente (Medford), Tristin O'Connor (Bolton), Michaela Ganimian (Stow), Diana Perez (Everett), Sarah Joseph (Arlington), Julia Ruderman (Arlington), Kaleena Gullledge (Watertown), and Alice Hawkes (Waltham).

National SkillsUSA Competition

Minuteman High School accepted a grand prize for its Girls in STEM program and a Minuteman student earned a silver medal during the 51st annual SkillsUSA National Leadership and Skills Conference in Louisville, Kentucky.

Minuteman's Girls in STEM team was honored with the top award from SkillsUSA's Student2Student Mentoring program. Students Sarah Joseph (Arlington), Kaleena Gullledge (Watertown), Julia Ruderman (Arlington), and Alison Beucler (Medford) represented the Girls in STEM. They were joined by teacher advisors Becky Quay and Sarah Ard.

The school's Girls in STEM Club mentored seventh and eighth grade girls, informed them about STEM opportunities, education and careers, and provided them with outstanding female role models. Girls in STEM and Minuteman were each awarded \$500 to continue their work.

Collin Kelly of Sudbury earned the silver medal in the Action Skills competition in which students demonstrate a technical skill to a panel of judges. Collin demonstrated the proper technique for the monitoring and maintenance of ammonia concentrations in a fish tank.

The Community Action Project team of Caitlin Monagle (Wellesley) and McKenzie Hartman (Sudbury) finished fourth, just out of the medals, for their project stenciling storm drains in Wellesley. Danny Lessard (Medford) competed in the postgraduate plumbing category and finished in the middle of a talented group of contestants.

Michaela Ganimian (Stow) attended the Conference as a SkillsUSA State Officer-elect and served as a voting delegate, as did Ms. Joseph and Ms. Gullledge.

Pioneer Institute Essay Contest

In May, Minuteman junior Julia Ruderman won first place in the Pioneer Institute's Frederick Douglass Prize Essay Contest for Massachusetts. Ruderman, who lives in Arlington, earned a \$5,000 prize from Pioneer for her essay on the Old Schwamb Mill in Arlington.

Walter J. Markham Award Nominee

Maria Cid-Pacheco, majoring in biotechnology, was Minuteman's 2015 nominee for the Walter J. Markham Award sponsored by the Massachusetts Association of Vocational Administrators (MAVA) and the Massachusetts Vocational Association (MVA).

The Markham Award, which is named for a visionary leader in the field of vocational technical education in Massachusetts, is bestowed on a senior who has demonstrated "leadership, good school attendance, excellence in technical studies and excellence in academic achievement," according to the guidelines established by MAVA and the MVA.

Outstanding Vocational-Technical Student Award

Emma Clemente, an environmental science and technology major, was the school's MAVA/MVA Outstanding Vocational-Technical Student of 2015.

She, along with other distinguished student honorees from technical high schools and programs across the Commonwealth, was honored at the annual Outstanding Vocational Student Award Dinner at Mechanics Hall in Worcester on April 15.

MCAS Success

Minuteman High School improved its performance on MCAS tests this year, with that improvement extending to all disciplines and all student subgroups. Results of the test were reported by the Department of Elementary and Secondary Education (DESE).

"In many cases, the improvement was significant," said William J. Blake, Jr., Minuteman's Director of Curriculum, Instruction and Assessment. "Improvement was particularly significant for our students with disabilities."

District Enrollment for High School Program

As of October 1, 2014, Minuteman had 673 students enrolled in its high school day program. Of these, 384 (57.1%) lived in one of the 16 district towns and 289 (42.9%) lived outside the district.

For the high school day program, the breakdown of member town enrollment was as follows: Acton (26), Arlington (146), Belmont (29), Bolton (10), Boxborough (4), Carlisle (8), Concord (12), Dover (3), Lancaster (32), Lexington (40), Lincoln (4), Needham (22), Stow (18), Sudbury (24), Wayland (3) and Weston (3).

For the high school day program, students also came from more than two dozen communities from outside the district: Andover (2), Bedford (4), Billerica (17), Boston (35), Brookline (3), Burlington (2), Cambridge (3), Dedham (2), Everett (6), Littleton (1), Malden (7), Maynard (2), Medford (44), Newton (3), North Andover (2), Reading (5), Revere (1), Saugus (2), Somerville (3), Southborough (1), Stoneham (2), Wakefield (2), Waltham (50), Watertown (63), Wellesley (6), Wilmington (2), Winchester (3), and Woburn (16).

Post-Graduate Programs

The Minuteman Technical Institute (MTI) offers six (6) different post-graduate programs: Advanced Automotive Technology, Building Construction Technology, Cosmetology, Culinary Arts/Baking, Early Education & Care, and Electrical Wiring.

MTI provides students with the required qualifications to confidently seek out and successfully compete for employment. Adults may apply to the MTI programs to hone their skills in a technical area, retrain for new employment, or learn new technical skills.

MTI rapidly equips students with the knowledge, self-confidence, and industry certifications to enhance qualifications for their existing career or begin a new one.

MTI's post-graduate programs follow the regular school calendar and are held from September through June, Monday through Friday, from 7:45 a.m. to 2:30 p.m.

MTI offers interest-free payment plans for all of its programs. In addition, students living in one of Minuteman's 16 district towns receive a 50% tuition discount.

Enrollment in Post Graduate Programs

As of October 1, 2014, Minuteman had 63 students enrolled in its post-graduate programs. Of these, 26 (41.3%) lived in one of the 16 district towns and 37 (58.7%) lived outside the district.

Community Education

Minuteman Community Education offers more than 100 classes for adults of all ages to start a new hobby, get in shape, or learn a new skill.

Among the notable program offerings are Electrical Journeyman, Master Electrical, Plumbing Tier I, Basics of Personal Finance & Investing, Unconventional Investing, Dump Cable TV, Facebook & Social Networking for Seniors, Intro to 3D Modeling, Monoprinting, Protecting Your Digital Footprint, Soul Food, Student Loan Debt Relief, Universal Design for the Home, Tapas, Vintage Foods, Cake Decorating, Basics of Fondant, and much more.

The Community Education department offers youth programing to students in grades one through eight during the February and April school vacation weeks, which provides a great opportunity to learn about Minuteman's programs. Additionally, it offers a wide variety of programs for students entering grades 1-12 in the month of July. Community Education offers classes in Academics, Academic Enrichments, Career Exploration, Creative Arts, Sports & Recreation, Technology & Engineering, and Test Prep & Study Skills.

Approximately 2,000 children and adults come through these programs every year.

Approval of the District Budget

In a process that took a full eight months from start to finish, Minuteman's budget was approved by every Town Meeting in its 16 member communities. The new budget covers the period from July 1 to June 30, 2016. The \$19.8 million budget was 0.9% larger than last year's.

Minuteman School Committee

A 16-member School Committee, comprised of volunteers appointed by Town Moderators in each of the member communities, approves the district budget, hires the superintendent, and sets policy for the district.

The members of the School Committee are Jeffrey Stulin of Needham (Chair), Carrie Flood of Concord (Vice Chair), and David Horton of Lexington (Secretary), Pam Nourse of Acton Susan Sheffler of Arlington, Jack Weis of Belmont, David O'Connor of Bolton, Judith Taylor of Carlisle, Vincent Amoroso of Boxborough, Jennifer Leone of Lancaster, and Sharon Antia of Lincoln. Ford Spalding of Dover, Alice DeLuca of Stow, David Manjarrez of Sudbury, Mary Ellen Castagno of Wayland, and Douglas P. Gillespie of Weston.

Minuteman Students Work on Community Projects

Every year, students from Minuteman High School work on projects for non-profit agencies or member communities. During 2015, there were several high-profile projects: housing building in Wayland and Lexington and a greenhouse project at Fenway Park.

On July 13, construction began on a new affordable housing unit development on Fairview Avenue in Lexington. The Lexington Housing Assistance Board (LexHAB) project includes three new units and the renovation of a single-family home. Students from Minuteman will renovate the single-family home, which was built in 1912. Students from the plumbing, electrical, carpentry and heating programs will work on the renovation, which will update the entire building. The four-bedroom home will be converted into a three-bedroom home during the renovation.

Students from Minuteman High School also are working on two duplexes on Stonebridge Road in Wayland.

Built by Habitat for Humanity, the two new dwellings will involve work by two dozen students from Minuteman.

Starting in the fall of 2014, juniors and seniors in the plumbing and electrical programs at Minuteman began installing the plumbing, electrical and heating systems in both buildings. The two buildings, at 91/93 and 95/97 Stonebridge Road, include four units.

Finally, a group of students from Minuteman High School helped construct a rooftop garden at Fenway Park using the skills they acquired in the school's environmental science program. The students helped construct a green roof on top of Gate A for an extensive new garden called Fenway Farms. A variety of herbs and vegetables will be grown there to provide fresh ingredients for food served to Fenway patrons, to promote healthy eating choices, and to be environmentally friendly.

Looking Ahead

The coming year should be another exciting one at Minuteman High School and I look forward to it with great hope and anticipation. The school's long-planned building project will again be front and center and I truly hope that our 16 member towns will rally around the project, protect the millions of dollars that the state is willing to invest it, and do what's best for our students – and our region's economy. Further, I am eager to start thinking more closely about how best to reuse the old facility in order to maximize the economic and financial benefits to the Minuteman district.

In closing, I wish to offer my personal thanks to the members of the District School Committee, both past and present; members of the School Building Committee; the Skanska/KBA Project Team; our faculty, staff, and students; our alumni; our Program

Advisory Committee members; our town and state leaders; the townspeople who attended our community meetings, and the entire staff and board of the MSBA for bringing us to this point in the process. This is meaningful work and I am grateful for the efforts and commitment of my team.

Respectfully submitted,

Edward A. Bouquillon, Ph.D.
Superintendent-Director

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